



State University College at Oneonta

STUDENT ASSOCIATION POLICY BOOK

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STUDENT ASSOCIATION FINANCIAL POLICIES

1. Prior to the start of the fiscal year, the Treasurer of the Student Association shall call a meeting of the Treasurers and Presidents of all Student Association recognized organizations. Those organizations who are unable to attend the meeting must give proper notification to the Treasurer of the Student Association. If they do not, their funds will be frozen until they meet with the Student Association Treasurer.
2. At the Treasurer and President's meeting, each organization shall receive, at the very least, three copies of their approved budget, a copy of Student Association Constitution, one copy of the Student Association Policy Book, a signature card, and an advisor form.
3. Upon receipt of the **completed signature card, advisor form**, and receiving notice that they received a copy of the organization's budget; each organization may begin to draw its funds from its approved budget. (**NOTE: Without all of the above mentioned items, a club will not be permitted to draw funds from their budget.**)
4. To draw funds, a voucher must be filled out stating what the funds are for and also from which of the approved categories in the club budget the funds are to be drawn from. Each voucher must include an invoice and the proper signatures in order to be honored. (*See Voucher Policies on page 5*)

CLUB AND BUDGET POLICIES

THESE POLICIES AND REGULATIONS MUST BE FOLLOWED EXPLICITLY OR CHECKS WILL NOT BE ISSUED IN PAYMENT OF ANY BILLS.

1. Remember, you have a mailbox in the Student Association Office. PLEASE CHECK IT AT LEAST ONCE A WEEK.
2. All checks being made out to an organization should be made out payable to "OAS/Student Association." (i.e: a non-student purchasing ticket to a Mask & Hammer play would make the check payable to the Student Association.)
3. The Student Association DOES NOT pay faculty or professional staff of this college for services rendered, with the exception of the Technical Director of the Theater department. The Student Association will pay students only with money allocated in Categories 02, 03, and 21.
4. The Student Association DOES NOT pay for alcoholic beverages. SA clubs and/or organizations may not promote the use of alcohol in any form of publicity or promotion.

5. Any equipment purchased or donated to a Student Association Organization must appear on the club's inventory records.
6. The Student Association Budget is a LINE item budget. In other words, YOU CAN ONLY SPEND THE MONEY ALLOCATED IN YOUR BUDGET FOR THE ITEM TO WHICH ITS IS ALLOCATED. If you wish to change the use of the money within one category, you must come to the Finance Board and request a REALLOCATION.
7. If you want to switch money for a specific reason, this is a TRANSFER. For example, if you have money allocated for a film and you wish to use that money to pay for a speaker, you must get approval form the Student Association for this transfer. This is a transfer since the category in one (Films – category 23) is not the same as the category of the other (Speakers – category 05). If there is not money in your budget or if there is not enough money in your budget to pay for a certain item, then you may come to the Student Association and request a Special Allocation. This is a special allocation since you are requesting money in addition to what you have in your budget.
8. **Only Student Association recognized organizations may submit a special financial request.**
9. In order to secure any SA funds, any club in need of additional money outside of their allotted budget cannot commit their club financially to any non-refundable purchase before coming in front of the Senate.
i.e. If a club needs 1,000 dollars for a conference and they only have 700 dollars, they cannot commit the 700 dollars before receiving the 300 additional dollars.
10. All financial request made of Student Association must be presented to the Association Secretary by Noon, four days prior to the Finance Board meeting to be considered for the next Senate meeting. This policy will be strictly adhered to.
11. The Student Association reserves the right to deny any non-budget expenditure.
12. The Treasurer of the Student Association may approve the following:
 - a. Transfers from one approved category to another - maximum of \$500.00.
 - b. Reallocations from one approved category to another - maximum of \$500.00.
 - c. Special Allocations up to \$250.00.
13. All requests to the Treasurer for transfer, reallocation, or special allocation must occur at least ten (10) school days prior to the date the organization wishes to use the funds.

14. All transfers, reallocations, and special allocations in excess of \$100.00 approved by the Treasurer must be reported to the Student Association Senate.
15. Any Student Association recognized organization turned down its request for transfer, reallocation, or special allocation by the Treasurer may appeal to the Finance Board.
16. The Finance Board of the Student Association may approve the following:
 - a. The Finance Board may make a recommendation to the S.A. Treasurer for consideration by the Student Association Senate for any amounts that exceed the Treasurer's limits as specified above, #7.
 - b. Any Student Association recognized organization that has their request for transfer, reallocation, or special allocation rejected by the Finance Board MAY NOT resubmit the same request for a second consideration by the Finance Board. However, the organization may request that the Vice-President of the Student Association place them on the agenda for the next Senate meeting if the organization feels that the Finance Board's decision is unfair.
 - c. The Treasurer must post all transfer, reallocations, and special allocations in the Student Association offices for a period of one week.
17. An Organization may only draw funds for items within its budgets and only up to the approved total for any item in its budget. Any non-budget expenditure should be approved by the appropriate Student Association agencies prior to purchase.
18. An item deleted in an organization's budget shall not be funded by the Senate in the form of a Special Allocation.
19. Applications by allocated clubs for the use of Student Association vans may be made by picking up the necessary forms to the Student Association office. Monies for funding approved club transportation have been allocated in the Student Association Travel Fund. Request must be submitted at least (5) business days prior to travel, but it is suggested (10) business days in advance of travel date.
20. No organization may spend over the total amount for which they were allocated. It is therefore necessary that each organization's Treasurer must keep accurate books. All vouchers must be signed by both the organization's Treasurer and Advisor. The INVOICE for items purchased must be attached to the voucher (no statements). If a purchase order was used, the purchase order numbers **must appear on all invoices.**
21. REVENUE POLICY: Student Association funded clubs and organizations may raise additional revenue, but only with the approval of the Association Treasurer. Expenditures must follow standard bookkeeping procedures. All Association

funded clubs and organizations excluding State Times, CUAC, Mask and Hammer, Yearbook, and Orpheus wishing to raise additional funding must receive a majority vote of approval from the Student Senate.

22. Student Organizations will be held responsible for expenditures made contrary to the policies of the Student Association.

NOTES TO ALL CLUB TREASURERS

1. Verify all transactions.
2. **SA Clubs and Organizations are tax exempt.** Pick up tax exempt forms in the Student Association office to save money on your purchases.
3. Pay bills promptly. Turn in your vouchers on time, and as they are received.
4. Bills from the same firm may be combined on one voucher.
5. Donations of Student Association funds are not allowed per SUNY Board of Trustees policy. However, a club can donate fundraised monies as long as the SA line has been paid back (i.e. if a club spends \$20 to hold a bake sale and raises \$50, then once the \$20 has been put back into the club's budget, the extra \$30 can be put into an X account [Page 11] and donated if the club chooses).

In order to hold a fundraiser, a club must acquire a fundraising form from the Hunt Union main desk. When the form is turned, in the Director of the Hunt Union and the SA Treasurer or President must approve it before the fundraiser will be allowed to take place.

BOOKKEEPING SYSTEM

1. Account books should have columns for date, name, check number, voucher number, deposits, disbursements, and balance. If a budget is kept by electronic means, you should keep at least two backups.
2. Your books should be balanced at all times. Help is available through the Student Association at any time.
3. Every Student Association Organization may be called in periodically to compare books with the Treasurer and/or Assistant Treasurer. Each organization will be notified as to when the meeting will be. If you have any questions, please feel free to ask them at any time.

PURCHASING PROCEDURES

1. In all cases where allocations have been approved according to established procedure, vouchers for checks must be submitted to the Student Association Secretary no less than 48 hours before the check is expected.
2. In cases involving a special allocation, transfer, or reallocation through the Treasurer, properly signed forms are to be submitted to the Secretary a full 5 days prior to the writing of any checks. In all such cases, vouchers are to accompany the request forms. In no cases shall multiple special allocation, reallocation, or transfer requests be made to provide funds for the same event or activity. Consideration will be given by the Executive Board for extenuating circumstances affected by this policy.

VOUCHERS USED IN PAYING BILLS

1. The “Voucher #” Is for club’s own use in keeping track of finances.
2. The “Expense Category” is the Acct. ID for each club or organization.
3. The “Sub Category” is the line that the money is coming from. All vouchers must be classified according to categories [i.e: a voucher being made out for films shall be classified (23). A list of the category classification is attached.]
3. Every voucher must be signed by the Treasurer and Advisor of the Organization.
4. Each must have the bills (statements are not acceptable) attached to the voucher or an explanation as to what the expense is for.

PURCHASE POLICY

In order to purchase merchandise with Student Association funds you must:

1. Present a purchase order requisition form to the Student Association Secretary. From the requisition the Secretary will type a purchase order to be signed by the Treasurer of the Student Association
2. Present the Purchase Order and Tax exempt form to the merchant at the time of purchase. The invoice you receive should show the Student Association purchase order number.
3. Present the invoice with an accompanying voucher to the Student Association Secretary who will prepare a check.

4. Present the check to the merchant.
5. This procedure shall be used for all purchases made with Student Association funds.
6. In emergency situations, club members may purchase items with their own money (not to exceed \$100) and be reimbursed - **not including tax**. Purchasing of non time sensitive merchandise that is not an essential emergency is prohibited. Whether or not something is an emergency shall be left at the discretion of the Executive Board.
7. Penalties will be assigned against organizations failing to utilize these procedures.

PURCHASING OF MERCHANDISE FROM WAL-MART & OFFICE MAX

1. The Student Association has both Wal-Mart and OfficeMax cards available for club use. Due to the frequency of purchases by clubs at Wal-Mart and OfficeMax different policies apply for use of the cards.
2. Any club wishing to make purchases from Wal-Mart and OfficeMax needs to fill out and return a completed Requisition form to the Student Association secretary 2-3 days prior to the date the card is needed for use.
3. The Student Association Treasurer will sign the Requisition Form and the card will be available for use by the club on the date needed.
4. All purchases made by the Student Association are tax exempt; please make sure you also pick up a tax exempt form with the card.
5. After the purchases have been made the card must be returned within 24-48 hours of the date of use with a copy of the receipt.
6. For payment of the bill please see the section above titled "Vouchers used in paying bills."

PURCHASING OF FOOD FROM SODEXHO:

1. Make a list of the food that your club wishes to purchase
2. See Catering Manager in Morris Hall to request a cost breakdown for the food.
3. Write out voucher (with proper signatures) and bring it to the Student Association Office. The Student Association Secretary or Treasurer MUST approve and INITIAL the voucher before taking it back to the Catering Manager.
4. Bring the voucher to the Catering Manager and arrange to hold the event

5. Sodexho will then send the voucher, together with their invoice, to the Student Association office and the association secretary will process the check from the club's budget.
6. The Student Association will then send the check to cover the cost to Sodexho.

RECEIPT DISCREPANCY POLICY

In order to protect the proper use of student funds allocated to groups for all expenditures, the Senate established the following policy:

1. Within three business days of holding an event or returning from a trip involving any use of S.A. funds, receipts shall be brought to the S.A. Treasurer. The S.A. Treasurer shall check the validity of all such receipts and ensure that all funds expended and returned are accounted for. Should the S.A. Treasurer suspect discrepancy of any sort, measures outlined in the discrepancy policy shall be followed. He/She shall notify the Executive Board and take charge of conducting an investigation into the discrepancy through any measures and any means at the Association's disposal.
2. Should a discrepancy be verified, be it deemed intentional or accidental on the group's part, the S.A. Treasurer will brief the Executive Board and the Chairman of Internal Affairs Committee, under those whose authority the matter shall then fall.
3. The Internal Affairs Committee shall then require the presence of the club's officers and Advisor for the purposes of ascertaining the truth behind the alleged discrepancy. The S.A. Executive Board may attend these meetings and participate in the questioning of the club's officers, unless they are being investigated.
4. Should the accused organization be found guilty of either accidental or intentional discrepancy, The Internal Affairs Committee may act, at its discretion, to freeze the organization's budget, and must inform the organization that Senate policy requires that any misplaced funds must be refunded in full to the Association. If the discrepancy is ruled intentional (e.g. Forged vouchers, faked or padded receipts, etc.), the Senate shall have to right to take any action it deems necessary. The individual responsible for or knowledge of, said discrepancy shall be referred to the Supreme Court for judicial action.
5. Final decision as to whether funds have been misused, whether the misuse was intentional, and the amount of any penalties assessed shall be left to the Senate.

BUDGET CATEGORIES AND CLASSIFICATIONS

The following are the category classifications used on all vouchers to designate which category each voucher is to be charged against in each budget. The category number on the left indicates the sub category that the money will come out of.

These numbered categories reflect a bookkeeping change during the summer of 2003. The old classification letters are listed in parenthesis after each category name. For any new allocations not covered by these categories, please contact the Treasurer of the Student Association for a new category designation.

Salaries and Stipends

- 01 Salaries/Professional Staff (A-1)**
- 02 Stipends (A-2)**
- 03 Student Help (A-3)**

Programs

- 04 Concerts (B-1)**
- 05 Lectures/Speakers (B-2)**
- 06 Performing Arts (B-3)**
- 07 Special Events (B-4)**
- 08 Comedians (B-4)**
- 09 Multicultural (B-5)**

Conferences

- 10 Educational Conferences** related to the goals of the club.(C-1)
Registrations, fees, and hotels may be paid out of this category. Meals can be paid from this category at the rate of dollars per meal:
 - Breakfast: \$5.00
 - Lunch: \$10.00
 - Dinner: \$15.00
- 11 Tournaments (C-2)**
This is for athletic clubs that enter local or State Tournaments.

Any organization which receives a Conference allocation in their budget cannot receive additional funding from Special Conferences during the current Budget this year.

Food & Lodging

- 12 Food & Lodging (D)**
This line is to provide entertainers and speakers with food and lodging for their appearances on the SUCO campus.

Publicity

- 13 Publicity (E)**
Programs, posters, tickets, etc.

Equipment

- 14 Equipment/Supplies (F-1)**
- 15 Equipment Maintenance (F-2)**
- 16 Capital Equipment (F-3)**

Publication Costs

- 17 Publication (G)**
This category is to cover the cost of printing the Art and Scope, Oneontan, State Times, S.A. Services, W.O.N.Y. and any other newsletters by the Student Association Clubs and Organizations.

Postage and Telephone

- 18 Postage (H-1)**
- 19 Telephone (H-2)**

Official Fees and Dues

- 20 Membership Dues - institutional, not individual (I-1)**
- 21 Recreational officials, entry fees, officials for Intramurals (I-2)**

Coffee Hours

- 22 Coffee Hours (J)**
This category is for general interest meetings or to support a membership-related program.

Films and Video Tapes

- 23 Films (K)**
This category is for rental or purchase of copyrighted material for public display or club use.

Books, Periodicals, and Subscriptions

- 24 Subscriptions (L)**
Books and magazines are to be purchased as reference materials for clubs. The S.A. has frowned on purchasing newspapers and books that can be found in the Library.

Field Trips

- 25 Field Trips (Q)**
Used for educational trips for club purposes which do not fit in the Conference category.

Insurance

- 26 Insurance**
This category is used for insurance benefits for our Secretary, Fire, & Liability insurance, Unemployment and Workman's Compensation for our employees, and insurance on the S.A. vehicles.

Student Association Business

27 Audit/Legal Services

This category is used to pay for our audit and to pay the Student Association Lawyers.

28 Renovations

Other Accounts

R Organization Revenue

X X Account (*see page 11*)

This category is used to place monies raised by the clubs, for bookkeeping purposes. Money cannot be requested for this category. Please see the following page for information about this line.

The following will be enforced with no exceptions:

1. No SA recognized club or organization will be issued any special allocation if they have not submitted a budget for that year.
2. There will be no allocations permitted to a club from a special line to a line that still has a balance in it, unless that balance in that line is going towards that special request.

CATEGORY X- THE REVOLVING CONTINGENCY INCOME FUND

1. The purpose of this category is to stimulate Student Association organizations to raise revenue.
2. These revenues will not be lost at the end of the school year; they will remain in the category to be used at any time that the club deems necessary.
3. All existing policies will apply to the spending of money in this category. (i.e.: no paying for alcohol.)
4. All transactions involving this category will be handled by regular Student Association procedure:
 - a. When spending money, a voucher form must be filled out, detailing what the money will be spent on. If the expenditure of the money exceeds the Treasurer's or Finance Board's guidelines, the matter will be referred to the Senate.
5. All transactions involving this category will be handled through the Student Association office.
6. The Student Association will set up special accounts for any club wishing to use this category.
7. The "Revenue Policy" will be kept in force. (*See Club and Budget Policies; page 3, Number 21*)
8. Any and all revenue raised by any organization must be put into this category. They will then be disbursed accordingly.
9. Any organization failing to notify the Student Association of Fund Raising ventures leaves itself open to possible "freezing" of funds. A permit must be obtained by the College Union office for all fund raisers.
10. The funds that an organization raises (except the Terpsichorean Dance Company, State Times, Mask & Hammer, the College Union Activities Council, Music Industry Club and Orpheus), are not to have an effect on future budget allocations. The purpose of this fund is to encourage clubs to raise revenue, not to discourage them.

BUDGET REQUEST PROCEDURE

Budget requests are due in the Student Association office no later than 4:00 P.M. on the day specified by the Treasurer

A. Items to be completed and returned:

1. Club information (Form #1)
2. Typed copy of your club's budget request and present allocations (Form #2)
3. Justification of your budget request. (Form #3)
4. A list of the club's current members.
5. Your club's completed signature card.
6. Inventory of all equipment & supplies owned by the Student Association

B. Helpful Hints:

Label the budget in the manner of the category classification form enclosed in your packet.

C. Additional Information:

1. At the time your organization hands in its budget, a receipt for budget request (Form #4) will be given to you. The other copy will be kept on file in the Student Association office. This is done so that there will not be any false claims that the request was lost by the Budget Committee, Treasurer, etc.
2. Any organization which fails through their own fault to submit a budget request by the specified deadline is not eligible for any funding for one academic year.
3. An extension of the deadline date will only be granted by the Assistant Treasurer if the request is in writing and for a valid reason. For no reason is the extension to be more than one week after the deadline.

D. The Budget Committee will decide on a proposed budget for the Student Association. This proposed budget will be on display for one week. Each club's recommended budget totals will be submitted to the State Times publication. Organizations may contest their proposed budget in writing at any time during the week it is on display. Any protesting by their organization will then be given a grievance meeting with the Budget Committee for possible reconsideration. The final budget will be presented to the Senate by the President of the Student Association. At the Senate budget hearing, each Senator will receive or have access to a listing of all organizations, their allocation for the present year, their request for the coming year, the budget committee's recommendation, and lastly the President's recommendation.

E. Clubs MAY NOT purchase material/equipment for a class/department with ANY of their budgeted lines.

DUPLICATION POLICY

The Student Association has set forth the following policy covering the ordering of posters, and the use of the duplication services owned by the Student Association. All checks are to be made out to the Student Association for pay of services.

Duplication

1. Any recognized organization receiving an allocation from the Student Association will be allowed the following policies.

- a. Clubs may get up to 25 copies of each meeting's minutes.
- b. Clubs may get up to 50 copies of printed material, i.e. flyers, or signs, per event per week.
- c. Any additional copies must be paid for at a cost of 5 cents per copy, and 7 cents for double sided copies.
- d. Any Executive Board officer may authorize use of duplication facilities for duplication matter which may be done within reason, free of charge. This includes publicity, notices, etc.
- e. A log of all duplications must be kept.

2. Organizations not receiving an allocation from the Student Association, as well as any other persons using the services, will be charged at the rate of 5 cents for the first 200 copies, and 7 cents thereafter.

NOTE:

The Executive Board of the Student Association shall administer the use of the poster and duplication services as they relate to the Student Association.

COMPREHENSIVE VEHICLE POLICY

The Student Association Senate set up the following guidelines concerning the care and use of the Student Association vehicles. **Residence Halls wishing to request a van must adhere to the following policies, however, detailed instructions for their requests can be found on page 20.**

1. A van request form must be submitted to the Student Association Secretary at least ten (10) business days before the desired date of usage. Proposed Drivers must be submitted with this request form. Trips are never officially approved until proposed drivers are cleared by the Student Association insurance company. Vehicle reservations are never confirmed until this process is complete. After this process is complete the form will then be submitted to the Assistant Treasurer and/or Senate for approval.
- 1A. If one seven-passenger van is being used, in-state or out, there must be two approved drivers in the van. If two (2) or three (3) vans are being used, there must be four approved drivers. If four (4) or five (5) vans are being used, there must be seven approved drivers. This policy applies to all trips that are 80 miles or farther from this campus.
2. All drivers must be approved in advance by the S.A. Insurance Company. Only drivers approved in advance are authorized to drive any S.A. vehicle. Any organization that is discovered to have had a non-authorized driver will result in an immediate unconditional loss of the vehicle privileges for one (1) year from the date of the incident. The Senate may override this policy due to emergency circumstances (example: injury to driver, etc.) by 2/3 vote of Senate. All drivers must have a clean license and have been a licensed driver for at least three years. A clean license is one that has no points on it at all.
3. Upon receiving vehicle keys, check in/check-out forms, and this policy sheet the President of designated member of the club or organization shall inspect and retain the check in/ check out form prior to departure so the Student Association will have knowledge of any physical damage done to the vehicle before it leaves.
4. Upon return of the keys to the S.A. office, any physical damage incurred during the trip must be reported on the check-in/check-out form so proper maintenance can begin. Failure to report damages will result in the S.A. placing the responsibility on the last club or organization that used the vehicle, and the S.A. Treasurer will be empowered to freeze funds until after an investigation by Internal Affairs.
5. Any accidents or moving violations must be reported to the Student Association immediately, before the S.A. is informed by the proper authorities.

In the event of any of the following, the following unconditional and immediate penalties shall be enacted upon the ENTIRE ORGANIZATION:

1. Speeding - Six (6) months immediate unconditional suspension of vehicle privileges from the date of incident. Additionally, the driver convicted of speeding shall be suspended from driving S.A. vehicles for one (1) year.
 2. Unauthorized Driver of S.A. vehicle- One (1) year immediate unconditional suspension of vehicle privileges from date of incident. (see section 5 on vehicle policy.)
 3. Driving While Intoxicated- Two (2) year unconditional suspension of vehicle privileges from date of incident. Additionally, any driver who has been convicted (including while driving an S.A. vehicle) of any alcohol or drug related driving offense shall have a lifetime ban from driving S.A. vehicles.
 4. Reckless Driving- One (1) year unconditional suspension of vehicle privileges from date of incident.
 5. At-Fault Accident because of Reckless Driving (ex: speeding, failure to yield, failure to stop, going through a red light, driving while intoxicated, etc.) - Two (2) year immediate unconditional suspension of vehicle privileges from the date of the incident.
6. All vehicles must be returned in clean condition of the following fines will be levied upon the driver of the van or the organization that the van was loaned to. There is a:
- \$25.00 cleaning charge for garbage in van.
 - \$15.00 charge for loss of fuel cap.
 - \$30.00 charge for the loss of fire extinguisher
 - \$8.00 charge for removal/loss of ice scrapper or snow brush.
 - \$6.00 charge for removal/loss of deicer.
- Failure to pay any fines levied will result in loss of van privileges and the organization's budget frozen by the S.A. Treasurer until the fine is paid, at the discretion of the Student Association Senate.
7. The Student Association Assistant Treasurer can, with just cause, suspend vehicles until the next Student Association Senate meeting of this suspension. The Student Association Senate will then decide on a course of action.
 8. All organizations utilizing the Student Association vehicles or gas cards must properly fill in the mileage for the trip, complete the passenger list, return all receipts and/or cash, and if appropriate, record any mechanical problems with the vehicle. Failure to do so will result in an immediate, unconditional loss of vehicle privileges for 6 full months from date of the trip.
 9. Any member of the Executive Board may deny use of the vehicles due to inclement weather or mechanical problems with the vehicles.

10. The Executive Board shall be empowered to make all decisions regarding the allocations of vehicles, when the request for use of any vehicle does not come strictly under the regular guidelines for their use or for the benefit of a Student Association organization in the regular course of its business.
- 10A. Furthermore, the policy to be judged in these cases shall be whether or not the Board feels that the use of the vehicle is benefiting the general student body, and the use of the vehicle will in no way endanger or cause harm to the vehicle. The Student Association Senate, must be notified of the decision by the following Student Association Senate meeting, and by majority vote, may overturn the decision.
11. Student Association funds for vehicle usage or gas cards, shall be allocated only to those clubs and organizations recognized by the Student Association.
12. Vehicles or gas cards may be used during breaks other than Christmas and Summer breaks, and taken out of the state with prior 2/3 approval of the Student Association Senate. The Senate's decision will be on the following criteria:
Purpose of any trips, and/or distance traveled outside of New York State.
13. Any organization requesting the use of a Student Association vehicle or gas cards whose request must come before the Student Association Senate for approval must be prepared to appear in person on the date they are on the agenda to justify their request to the Student Association Senate. It is the job of the Executive Board, especially that of the Assistant Treasurer, to notify the clubs representative(s) regarding what day and time they are being asked to appear.
14. Vehicles may not be used for class related trips.
15. ALL organizations using S.A. vehicles must use the lowest appropriate priced gas possible.
16. All clubs and organizations using the SA gas cards for vehicles other than S.A. vehicles shall also use the lowest priced possible gas.

NEW CLUB POLICY

In keeping with the Student Association's purpose of promoting the general welfare of the Student body at O.S.C. The Student Association encourages members with similar interest to organize and form clubs, whose purpose will be to advance that particular interest on campus.

- I. Criteria for Student Association recognition:
 - A. Sufficient interest in new organization, demonstrated by Recognition Policy.
 - B. A written Constitution approved by the Senate.
 - C. The organization must demonstrate that it does not duplicate any already recognized organization in its activities or purpose.
 - D. The organization must abide by the Student Association Constitution and Policy Book.

- II. Recognition Process:
 - A. The organization must first write a Constitution which must include the following minimum requirements:
 1. Name of the organization.
 2. The purpose of the organization.
 3. Membership requirements: An organization must not discriminate against sex, age, race, creed, color, national origin, class, religion, and sexual orientation. In addition to organization membership requirements it must include the following statement:

"All full and part-time students of the State University of New York College at Oneonta who have paid their Student Activity Fee shall be eligible for membership".

Membership requirement may not be excessive as determined by the Internal Affairs Committee and/or Senate upon consideration for membership.
 4. Officers: List all officers and their responsibilities. Every organization must, as a minimum have, a President and Treasurer, or equivalent. The Treasurer will be responsible for all financial records and will Co-sign all vouchers.
 5. Meetings: Must state frequency of meetings and who shall call the meetings.
 6. Advisor: Every organization must have an advisor who is a member of the faculty or professional staff at O.S.C. This advisor shall be elected have no voting privileges, and shall only act in an advisory capacity. The Advisor shall also co-sign all vouchers.
 7. Elections: Must ensure a democratic method of election and frequency of elections.
 8. Recall: A majority is needed to recall any officer.
 9. Dissolution: The constitution must state that if, for any reason an organization should dissolve, all monies shall be returned to the Student Association Treasury.
 10. Amendments: A 2/3 vote is required to amend a constitution before the amended constitution is proposed to the Senate.

- B. The group must submit an Application for Recognition form with the following information to the Vice-President or the Internal Affairs Committee Chairperson:
1. A copy of the proposed Constitution.
 2. A local address and phone number of two contact people.
 3. The signatures of at least fifteen (15) SAC fee paying students who are members.
 4. The signatures of fifty (50) SAC fee paying students who support the Student Association recognition of the organization.

* Numbers 3 and 4 may be waived by the Vice-President if the organization has a legitimate need for membership confidentiality.

- C. The Vice-President shall contact the S.A. Insurance Company to determine if it will affect the General Liability Policy. The liability and amount should be considered by the Internal Affairs Committee and/or Senate when reviewing the Application for Recognition.
- D. Within three weeks after receiving an Application for Recognition the Internal Affairs Committee will review the proposal. At this time members of the organization may be called in to answer questions. The Internal Affairs Committee will make any recommendations to the proposed constitution.
- E. After a review by the Internal Affairs Committee, the Committee will present the proposed constitution to the Senate with their recommendation.
- F. If the Senate rejects the request for recognition for a specific reason, the organization may then make any proposed changes and re-submit a revised Constitution to the Senate.
- G. The Senate's final decision for recognition may be appealed to the S.A. Supreme Court if they feel that the decision violated the S.A. Constitution or Policy Book.

III. Organization Recognition:

- A. Once an organization is recognized by the Senate, the newly formed club shall have the following rights:
1. Newly formed clubs may not request a budget or monies from Student Association contingency funds until the next Student Association fiscal year from date of club's recognition.
 2. The right to use Student Association vehicles as outlined in the Vehicle Policy.
 3. The right to use other S.A. owned equipment as outlined in the S.A. Equipment Policy.

4. The right to use the S.A. phone for only club business (if the club does not have their own phone budget). This privilege will be at the discretion of the S.A. Executive Board. A log must be kept of all phone calls.
5. The right to elect their own leadership.

B. Maintaining Recognition:

1. All organizations MUST abide by the S.A. Constitution and Policy Book.
2. Organizations must maintain compliance with their own constitutions.
3. Any changes in the organizations constitutions, must be approved by the Internal Affairs Committee and the Senate.
4. Newly formed organizations must still submit the names, addresses, and phone numbers of the clubs President, Treasurer, and Advisor. Any organization failing to do this will have their recognition suspended until such time that this process is complete.

RESIDENCE HALL GOVERNMENT RECOGNITION

Again, in following the Student Association's responsibilities as the Student Government on campus, the Student Association recognizes the importance of student government within the Residence Halls. Equipment and services owned by the Student Association shall be made available to these Residence Hall Governments recognized by the Student Association. Residence Hall Governments are not considered either allocated or non-allocated clubs, therefore they may not petition the Student Association for funds.

Additionally, as the government and an extension of the Residence Halls, the Resident Student Organization (RSO) is recognized by the Student Association. RSO is also not considered either allocated or non-allocated clubs, therefore it may not petition the Student Association for funds.

In order to maintain recognition with the Student Association, the following criteria must be met by RSO and the Hall Governments:

1. A written Constitution approved by the Student Association Senate must be submitted.
2. An advisor, for whom the hall governments shall be the Residence Hall Director, must be selected who can co-sign all requests. The proper advisor form must be filled out and kept on file in the SA office.

Once recognized, RSO and Residence Hall Governments have the following rights and responsibilities:

1. The right to use Student Association vans as outlined in the van policy.

2. The right to use other Student Association owned equipment subject to the approval of the Student Association Executive Board.
3. The right to elect their own officers.

When requesting an SA vehicle, the policy for Residence Halls shall be as follows:

1. Pick up a Residence Hall Request Form from the SA office. Gather the appropriate signatures and return it to a member of the RSO Executive Board.
2. RSO shall review the request to ensure it is complete and contains all appropriate attachments. They will then submit it to the Student Association Assistant Treasurer. **Note: Even if the request is denied, a copy of it must be given to the SA Assistant Treasurer with a justification attached.**
3. The Assistant Treasurer will then approve or deny the request using the same procedure as outlined in the Comprehensive Vehicle Policy. If the request is for out of state, it must still go to the Senate for approval.
4. The Student Association and the appropriate officers have the final jurisdiction over allocation of the SA vehicles. However, careful consideration should be given to RSO's decision.

SCHOLARSHIP COMMITTEE POLICY

The Student Association Scholarship Committee shall be set up as follows:

1. No member of the scholarship committee shall apply for any of the scholarships.
2. The Student Association Assistant Treasurer shall serve as the Chair of this committee unless she/he wishes to apply for a scholarship. In this case the rest of the Executive Board shall choose another Executive Board member who will serve on this Committee and shall be responsible for setting up the scholarship program in addition to serving as the Chair of this Committee.
3. The Scholarship Committee shall consist of:
 - A. Three Senators approved by the Student Association Senate.
 - B. Three Student Association members who are not members of the student Senate or Executive Board recommended by the Assist. Treasurer and approved by majority of the Senate.
 - C. Professional staff members from the office of Financial Aid in a non-voting capacity.
4. If all the members of the Executive Board apply for a scholarship, or if the members of the Executive Board do not feel they can objectively judge, they shall select one of the three Senators elected to serve on the Committee, to be given the responsibilities of the Chair.
5. A majority vote of the Committee is required for a scholarship to be given.
6. Quorum shall be a minimum of four (4) voting members.
7. An article shall appear in the official newspaper of the State University College at Oneonta (State Times) stating what scholarships are available for that semester and criteria for those scholarships. The article must appear in at least two (2) consecutive issues.
8. Announcement of Scholarship availability shall be submitted to the Official radio station of the State University College at Oneonta (W.O.N.Y. 90.0 FM) two weeks prior to the deadline.
9. All applications are due (1) week after the last article appears.
10. The vote of the committee shall be documented in committee minutes and entered into the official record of the Student Association Senate.

11. No student presently receiving remunerations for services rendered to the Student body shall be considered for a scholarship involving student services based on any of the work done or related to the receiving of that remuneration from the Student Association.
12. S.A. Scholarship recipients must be enrolled the following semester at the college at Oneonta. Recipients will have the choice to have their check made out to either the college (as tuition aid) or OAS (textbooks).

SCHOLARSHIP POLICY

The following scholarships will be awarded in the Fall semester:

Dana Lynne Moore Memorial
Robert Cicio Memorial
Rita Broyles Memorial
Kathleen Jermyn Memorial

The awards for the fall scholarships will be given on or around the first week in December

The following scholarships will be awarded in the Spring semester:

The World of Difference
Linda Velsy Memorial
Sepp Rhoese Memorial
Jeffery Gaudet Memorial
Rodney Fitch Memorial
Tom Regan

The awards for the spring scholarships will be given on or around the first week in May.

COMPREHENSIVE POLICY FOR ADMISSION
TO
STUDENT ASSOCIATION SPONSORED EVENTS

1. The following Student Association clubs may charge for Student Association sponsored events: Music Industry, CUAC, Terps, and Mask and Hammer. The State Times and Orpheus may collect Advertising Revenue.

All revenue raised through proper charging of admission fees shall go into the same line from which the event was paid.

2. All other Student Association clubs/organizations may charge for an event with prior permission obtained by a majority vote of approval by the Student Association Senate.
3. A. All students who have paid their appropriated Student Activity fee shall be admitted to all association events at the Student price with their SAC cards.
4. All non-students shall be admitted to all Association sponsored events at non-SAC fee-paying price.
5. Each SAC fee-paying member shall be entitled to one ticket at the SAC card price for each event.
6. The Student Association shall allow all Faculty, Staff, and Administrative personnel of SUCO one (1) ticket to Student Association sponsored events at the Student price.
7. For all events that require clubs to sell tickets, tickets shall be obtained from the Student Association at no cost, and the remaining tickets and money should balance out.

SENATE POLICIES

- A. All regular and special meetings of the Student Senate and its committees are open to the general public (with the exception of executive sessions) and may be recorded by any member of the student body by written notes or by electronic equipment. It is understood that the Senate will be informed of the recording.
- B. The Student Association Senate may not require any member of the news media or the student body at large to cease taking notes on, or to cease electronically recording it's proceedings (with the exception of executive sessions).
- C. The Student Association Senate may not move to executive session for the sole purpose of preventing its proceedings from being recorded, except where information which is confidential and/or unauthorized for public release under any established regulation of the College is under the discussion by the Senate.
- D. Should any representative of the news media desire to broadcast live from the Senate Chambers, he/she must notify the President of the S.A. before commencing the broadcast, and must not commence broadcasting until the President has notified the Senate that live broadcasting will take place.
- E. Any new business involving van requests, financial requests or reimbursements, approval of new clubs, club constitution changes, changes to the SA policy book or constitution, or items brought up under "Open Addresses" cannot be voted on until at least the following meeting. This is to provide ample time for Senators to consider what it is they will be voting on and to go back to their constituents to see what they would like.
- F. The Senate may, by a 2/3 vote, break any policy. It should be noted that the break in policy is only for the situation in which the Senate votes and does not automatically carry over to any situation, but rather the Senate must vote to break policy each time it sees fit.

SENATE OFFICE POLICY

In order to insure that the Student Association runs as smoothly and efficiently as is possible, each Senator will spend at least one (1) hour every other week in the Student Association office assisting in the formation and implementation of policy at both student and campus level.

All office hours of all senators should be scheduled during the office hours of at least one Executive board member. Consideration will be given to this rule by the vice-president of the Student Association if he/she deems necessary. Committee assignments will **NOT** count as office hours.

The vice-president of the Student Association shall be responsible for keeping a sign-in log of all senators during their office hours.

FACULTY & STUDENT COMMITTEES

1. The Committee on Committees shall elect committee members by plurality vote, with the exception of the budget committee who will be elected by a majority vote.
2. The Internal Affairs Committees shall be limited to nine (9) members:
Five (5) Senators and four (4) S.A. members.
3. The Finance Board shall consist of eight (8) members:
S.A. Treasurer, Asst. Treasurer, four (4) Senators, and two (2) S.A. members.
4. The Budget Committee shall consist of the Treasurer and Assistant Treasurer as chairs, three (3) Senators, and two (2) S.A. members.
5. All other committees membership shall be determined by the proper Executive Board member within the guidelines set within the Policy Book and Constitution.
6. Student members on standing faculty committees who are student teaching during their term in office may appoint alternates for the period they will be student teaching provided they secure the approval of the Student Association Senate.
7. Any member of the above named committee that misses two (2) meetings of that committee without proper excuse (to be determined by the Chairs of the committee) shall be removed from that committee.

EXECUTIVE BOARD POLICIES

1. Every Executive Board member must hold a minimum of five regular office hours per week, exclusive of other executive board obligations.
2. The Executive Board shall be paid for the year of the term served, provided they fulfill all responsibilities outlined in the S.A. Constitution and all applicable policies.
3. Following the Executive Board elections, the old officers will be paid for two weeks while the new officers are being trained. After two weeks, the new officers will assume their seats and be paid and the old Executive Board will be available to answer questions.
4. Any fee-paying member may petition the Supreme Court to freeze the stipend checks of any Executive Board member. If a majority of the Court finds there is sufficient evidence to warrant an investigation, the Advisor of the Student Association will be instructed to freeze stipend checks. The appropriate Executive Board member, at this time, will be informed that an investigation is being conducted.

Following this action, a full investigation will be carried out by the Internal Affairs Committee, the findings of which will be turned over to the Supreme Court for ruling within a two week period. If the Supreme Court finds that the stipend checks should be frozen, no funds will be released until the Court decides otherwise.

If the court does not agree with the original findings, all funds will be released. All such funds shall be released retroactively upon reconsideration of the Court.

5. Any item, under any Executive Board member's report, that is to be voted on by the Senate, is to be written out on the agenda. Those items which are brought to the Executive Board after the agenda has been printed up will require a majority vote by the Student Association Senate to amend the agenda.
6. The Treasurer of the Student Association may freeze funds of any organization with just cause, until the next Student Association Senate meeting. The Treasurer must report all funds he/she has frozen at the next Student Association Senate meeting. The Student Association Senate will then decide on an appropriate course of action.
7. If an Executive Board member has a definite policy proposal that they would like to see in form of a motion for Senate action, it should appear on the agenda under the appropriate member's report.

EXECUTIVE BOARD INTERCESSIONARY POWERS

A. Holiday Break (December-January)

1. The Executive Board cannot break policy
2. Equipment, maintenance, and repair of vehicles shall be administered by a majority vote of the entire Executive Board.
3. If it becomes necessary to enter litigation upon written advice from the Student Association Council and Executive Board may do so.

This policy will go into effect at the close of the last Senate meeting and will end on the first day of classes. The Student Association Executive Board must report on activities that have occurred at the first Senate meeting.

B. Summer Break (May-August)

1. All 1, 2, and 3 as stated above.

If granted, these powers will go into effect at the close of the last Senate meeting and will end at the convening of the first Senate meeting following the Intercession.

- ### C. When the Senate reconvenes after all breaks, the President and Treasurer must file a full and complete report to the Student Senate of all unusual activities, agreements, and disbursements made during the break.

SA Election Policy

Campaign Advertising

1. Fliers can be hung or placed anywhere on campus, according to the college policy. (College posting policy must be available through the SA Office throughout the year.)
2. Limits for fliers are as follows:
 - a. Each dining hall shall be allowed eighteen (18) signs.
 - b. Each Residence Hall shall be allowed the amount of signs as permitted by the Residence Life Department.
 - i. The Student Association and Residence Life Department shall come to an agreement as to the limit for fliers prior to the start of the election. All candidates must follow these restrictions.
 - ii. There shall be no derogatory or inflammatory fliers permitted.
 - c. Only one sign will be allowed per classroom.
 - d. Only two signs will be allowed on all non-classroom bulletin boards.
 - e. Posting in IRC will be in accordance with the standards set by the building.
 - f. No signs will be permitted in any outside areas other than the bus shelters as they damage the aesthetic beauty of the campus. One (1) sign will be permitted at each location.
 - g. All candidates must remove all signs within one week after the Student Association Senate certifies elections.

Campaign Financing

1. There are two campaign financing options available to candidates. The candidate must select one of the following before the election. The option must be noted on the candidates petition when it is turned in. Options include:
 - a. Candidates can spend their own money, without limit, on their own campaign.

OR

 - b. The Student Association, will subsidize elections based on the following guidelines:
 - i. For Executive Board and Judicial elections, candidates must limit self-funding to 50 dollars. In doing so, the SA will offer assistance to campaign operations by making up to 250 copies of the candidates flyers.
 - ii. For Senate elections, candidates must limit self-funding to 25 dollars. . In doing so, the SA will offer assistance to campaign operations by making up to 150 copies of the candidates flyers.
 - iii. For guidelines A and B to take effect, candidates must have turned in their completed petitions on time.

Election Policy Violations

1. Accusations against a candidate for breaking policy must be proven beyond a reasonable doubt in order for a punishment to take place.
2. The initial investigation must be conducted by the SA Elections Committee, and it must include interviewing all involved parties, reviewing evidence, hearing testimony, etc.
 - a. All committee hearings regarding election controversies must be announced in the college newspaper, on WONY, and on the SA website.
3. Either party can make an appeal of the committee's decision to the SA Supreme Court.
 - a. The Elections Committee cannot hand off the initial investigation to the Court. The committee **must** conduct their own full and official investigation beforehand.
4. If a violation is discovered after the vote, full committee and court findings must be made public. The accused shall have the opportunity to respond publicly in the State Times and on WONY.
 - a. The Elections Committee may hold a revote, remove a candidate from the ballot, or enact other measures as deemed necessary.
5. A candidate can be removed from the ballot before the election if there is a full and public investigation. Proper time must be left for appeals.

Campaign Debates

The following policies apply to Executive Board Elections.

1. The SA Elections Committee shall be responsible for coordinating debates.
2. Moderators must affirm in writing their willingness to remain neutral and follow all pre-established debate rules.
3. All debate questions must be developed and chosen by the SA Elections Committee, however they are encouraged to get input from members of the Student Association as well as the moderator(s).
4. There shall be at least one debate on the college television station. The Elections Committee is also encouraged to hold debates in other venues, such as WONY.

Each candidate may post 10 signs in each residence hall except in Hulbert, where 20 signs may be posted. BEFORE posting **ANY** signs in residence halls EACH candidate **MUST** contact the residence hall director to discuss how the signs will be posted. Each residence hall directors' number is listed below. Again, contact the RD BEFORE posting signs.

Blodgett Hall: (3393)
Curtis Hall: (3447)
Ford Hall: (3898)

Sherman Hall: (3893)
Tobey Hall: (3699)
Wilbur Hall: (3901)

Golding Hall: (2999)
Grant Hall: (2798)
Hays Hall: (3698)
Higgins Hall: (3865)
Hulbert Hall: (2669)
Huntington Hall: (2601)
Littell Hall: (2650)
MacDuff Hall: (2154)
Matteson Hall: (3340)

STUDENT ASSOCIATION-OWNED EQUIPMENT

The following policy was formulated by the Student Association to ensure that all Student Association owned equipment is taken care of properly and used for the purposes originally intended for use by the Student Association.

INVENTORY CONTROL

1. Starting in the Fall semester of 1997, and every subsequent Fall semester that falls on an odd numbered year following, the Student Association shall conduct an inventory of all club managed, Student Association owned property.
 - A. Current condition of item. For example: Good, Fair, Poor, etc.
 - B. The current S.A. organization that manages the item.
 - C. The current location of the item.
 - D. When purchased (if known).
2. All new property shall be properly tagged and identified as Student Association owned with the proper inventory number and then added to the current record of Student Association owned property.
3. The S.A. Executive Board shall determine the best means of completing this task. If student help is to be used it shall be paid for out of the Student Help line in the Student Association Operational budget, as long as such a line exists.

USE OF STUDENT ASSOCIATION EQUIPMENT

All Student Association recognized clubs have the right to use other Student Association owned equipment, provided the following criteria are met:

The organization wishing to use another organization's managed equipment must request it from the current Executive Board of that organization in writing within 12 class days of the anticipated date(s) of use. They must also notify the Student Association.

If the organization denies the request:

1. They MUST state the reason why in writing
2. The organization then has the right to request that the Executive Board of the S.A. approve the request, with three out of four members approving. In this case the S.A. Executive Board should consider the reasons for the objections and consider if these objections are valid.

POLICY FOR NON-RECOGNIZED ORGANIZATIONS

The Student Association recognizes that, at times there may be a need for an organization not affiliated with the college or recognized by the Student Association to use S.A. owned equipment. For this case the Student Association enacts the following policy:

1. The managing organization must give their recommendation to the Student Association listing any objections, grievances or support for the request.
2. The Student Association Executive Board may approve the request by a $\frac{3}{4}$ vote, provided that the following are considered:
 1. The recommendation of the managing S.A. organization.
 2. What, if any compensation should be met, for example: a rental fee, a SAC card discount if appropriate, or no compensation at all. (in the case of a rental fee the S.A. Treasurer should come up with an appropriate recommendation for the S.A. Senate as to the amount, if any, and where this fee should be deposited).
 3. In all cases a written response to the request shall be given no later than 10 class days after receiving the request.

STUDENT ACTIVITY FEE POLICY

As the use of the fees are already subject to guidelines established by the Board of Trustees which require a student referendum to determine the mandatory/voluntary nature of the fee, and whereas students are required to approve all budget expenditures of the aforementioned fees, it is inappropriate for any other group to control student activity fees.

This Student Association recognizes that it must adhere to responsible financial accounting procedures recommended by the State and Federal governments.

A. Payment of Fee:

1. All full-time graduate and undergraduate students shall pay the mandatory Student Activity fee per semester, and all full-time graduate students have the option of buying a Student Activity Card. A full-time student (undergraduate or graduate) is defined as any student taking 12 credits or more.
2. All part-time students taking between 9 and 11 hours shall pay full activity fee.
3. Part time students taking less than 9 hours do not have to pay the mandatory fee, but may purchase an activity card at full price.
4. All college faculty, staff and administrators, may purchase an activity card at full price.
5. Only those people with an activity card shall be admitted to Student Association sponsored events at student prices. All others shall pay the non-student fee, which may be higher.

B. Waivers and Allowances:

1. All students who are student teaching or are on an internship are entitled to a refund if they live outside a 25 mile radius of the town limits of Oneonta. These students shall not receive an activity card for the time reimbursed for. The refunds shall be for full or half semester.
2. All students who reside 25 miles or further from the Oneonta campus may apply for a refund of the SAC fee if they reside outside of the town limits outside of Oneonta. Each case will be dealt with individually, with three of the four members of the Executive Board approving, before a refund is given. Decisions of the Executive Board will be based on such considerations as distance from campus, work, and family.
3. Other waivers may be given out on the grounds of extenuating circumstances or extreme financial hardship. They shall also be determined by the Executive

Board of the S.A. When such a waiver is granted, the Executive Board shall also determine if the privileges are to be maintained. If a waiver is granted due to extenuating circumstances, a person may not receive a free spouse or family card.

4. All requests for waivers shall be made in writing to the Executive Board. Upon consideration by the Board, the person requesting the waiver shall be notified. All students having legitimate claims to any of the above waivers or rebates shall have a check forwarded to them by the Student Association for the amount which they are entitled to after they relinquish their Activity Card if such is the case.

MISCELLANEOUS POLICIES

1. Supreme Court- The passing test grade for a Supreme Court Justice is 80%, and the test must be taken before a justice may take office.
2. Performances- All organizations that wish to book a performance of any kind which requires dealing with a professional booking agent should communicate to the agent only through the College Union's Director of Student Activities.
3. Student Stipends- All students paid for services rendered shall be paid at the current rate. These students must keep a record of all worked hours on a Student Association time sheet.
4. The Student Association does not pay for non budgeted air fare.