

STUDENT GOVERNMENT ASSOCIATION



Student Government Association Policy Series and Procedures

Revisions made in November 2025

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I. GENERAL POLICIES

A. ATTENDANCE POLICY

1. Senators are responsible for attending all committee and Senate meetings. Cabinet members are responsible for attending committee meetings, Cabinet, and Senate meetings. Executive Board members are responsible for attending Executive Board meetings, Cabinet, and Senate meetings. Members of the Student Government Judicial Panel are responsible for attending a meeting once a month.
2. All members of the Student Government Association who cannot fully attend one (1) of their required meetings shall inform the Ethics and Conduct Chair and Secretary via email for all absences. For senate absences, the Vice President must be included in the email. For committee absences, the committee chair must be included in the email.
3. Senators are expected to dress in appropriate attire when attending Senate meetings or otherwise representing the Student Government Association, as advised by the Vice President.

B. OFFICE HOUR REQUIREMENTS

1. All Senators and members of the Judicial Panel are responsible for serving at least one (1) office hour per week. Cabinet members shall serve two (2) office hours, as defined in this section. An office hour is defined as sixty (60) consecutive minutes, or two (2), thirty (30) minute intervals, where a Senator or Justice is available in the Student Government Association office.
2. Senators and Justices may complete office hours Monday through Thursday between the hours of 9:00 AM and 9:00 PM and on Fridays between the hours of 9:00 AM and 5:00 PM.
3. At the discretion of E-Board, another Student Government Association-sanctioned action may substitute an office hour. This may include, but is not limited to, meetings with administrators and/or clubs, tabling, and attending non-mandatory collaborative events. Substitute events must be approved prior to their happening to count as an office hour.
4. Office hours are posted and recorded by the Ethics and Conduct Chair.

C. ABSENCE POLICY

1. Members who breach the attendance policy shall receive penalties weighted according to the meeting missed (absences expire at the end of each semester):
 - a. Senate: one (1) absence
 - b. Cabinet: one (1) absence
 - c. Committee meeting: one-half (1/2) absence
 - d. Fall retreat: one (1) absence
 - e. Mandated events: one (1) absence

- i. Events can be deemed mandatory at the discretion of the Cabinet by majority vote.
 - ii. One (1) absence may be reversed by attending a non-mandatory event at discretion of the Cabinet by majority vote.
 - 1. Members of the Senate may only use this policy twice a semester.
- f. Failure of the Vice President to submit the Agenda to Senate: one (1) absence to the Vice President
- g. Failure of a Committee Chair to submit a mid-semester or end of semester report: one (1) absence to said Chair
- 2. The Vice President must offer a reasonable make-up accommodation for irregular religious absences. Sincerely held religious absences shall not be counted toward the disciplinary actions outlined in Section D, if the member satisfies the make-up accommodation set by the Vice President.
- 3. If a member is unreasonably absent from the meeting or late, the chair holds the discretion for whether they receive an absence for that meeting.

D. DISCIPLINARY POLICY

- 1. The Ethics and Conduct Chair with the Secretary shall inform the President and Vice President of any member failing to follow the attendance policy. The President and Vice President should then issue a disciplinary warning to any elected member.
 - a. Three (3) absences will result in a disciplinary warning.
 - b. Being three (3) weeks (consecutively or non consecutively) behind in your required office hours will result in a disciplinary warning.
- 2. The President and Vice President may also issue a disciplinary warning to any elected member for any behavior unbecoming of their position or of the Student Government Association, or for not meeting the requirements of their position.
- 3. Warning Policy
 - a. A warning shall be issued via an email by the Vice President.
 - b. A meeting with the President and Vice President regarding the offense must be offered, but is not required.
 - c. Any member that receives two warnings must meet with the President, Vice President, and SGA advisor to discuss a plan to rectify their behavior.
 - d. If a subsequent warning is given, the President and Vice President can move to remove the member from their position(s). A removed member may appeal their removal to the Senate within two academic weeks of their removal. The Senate must vote in a $\frac{2}{3}$ majority to overturn a removal.
 - i. All warnings shall expire at turnover.

- e. If the Senate overturns a removal, the warnings remain in effect, and the member can be removed for a future warning.
- f. The Secretary, President, and Vice President, shall maintain the record of warnings, however warnings cannot be given retroactively.

E. STUDENT GOVERNMENT ASSOCIATION OFFICE POLICY

1. Members of the Student Government Association must regard the Student Government Association office with respect, obeying the rules as follows:
 - a. All waste must be disposed of before leaving the office.
 - b. All recreational activities must be ceased when a constituent of the Student Government Association seeks guidance in the office.
 - c. No member is permitted to reside in, sleep in, or utilize the office space for personal use.
 - d. No member shall bring furniture into the office (e.g. desks, refrigerators, couches, or file cabinets) without prior approval by the President and the Student Government Association advisor. Any furniture in the office is considered property of Hofstra University and a part of the office.
 - e. Posters, flyers, and stickers may be attached to the office doors and walls provided that they do not damage the surface. Staples and thumbtacks are strictly forbidden. They cannot block any windows.
 - f. There is absolutely no smoking, alcohol, or drugs allowed at any time in the office, regardless of the member's age.
 - g. A member shall be held personally responsible for any damage they inflict to the office
 - h. Any violation and behavior deemed unethical shall result in an immediate removal of post, following the outlined disciplinary procedure.

F. CONSTITUTIONAL BENCHMARK

1. This benchmark is to be created by the Club Resources Chair with approval of content from the Student Government Association Advisor. The benchmark may include information derived from both the constitution and the policy series.
 - a. The assessment shall consist of twenty (20) to thirty (30) questions, the format of which shall be up to the discretion of the Club Resources Chair.
 - b. Members of the Student Government Association, including Senators, Justices, Members of Cabinet, and the Executive Board, shall be administered said benchmark. Associates are not

required to take the benchmark. The assessment shall be proctored by the Club Resources Chair.

- c. Members must take the benchmark by the first senate meeting in November. The Club Resources chair may issue reasonable extensions for members who miss the original date.
- d. Data Collection
 - i. Data will be collected from the results of the benchmark. These results will only be shared with the SGA Advisor.
 - ii. Once the data has been collected the Club Resources Chair will give a presentation one (1) week following when the benchmark was given.
 - 1. The purpose of this is to be able to go over areas that SGA members as a whole seem to be uninformed about.
 - 2. Questions about the Constitution and Policy Series will be able to be asked during this time.

II. FINANCIAL POLICIES

A. BUDGET STRUCTURE

- 1. The SGA budget shall be organized by the following funds maintained by the Comptroller.
 - a. Internal Allocation Fund
 - b. External Allocation Fund
 - c. Contingency Fund
 - i. The Contingency Fund shall be defined as a reserve for expenses not covered by existing funds, such as work orders or unforeseen costs. The use of this fund shall be determined by the Comptroller.
 - d. Capital Fund
 - i. The Capital Fund shall be defined as a fund reserved for on-campus renovations or additions. The use of this fund shall be determined by the President and Vice President with the approval of the Senate.
 - e. Victory Fund
 - i. The Victory Fund shall be defined as a reserve fund that saves funds for use at the end of the semester for clubs and organizations that advance to unforeseen competitive conferences. Funds shall be allocated by the Appropriations Committee, except when non-operational, then the Comptroller shall have the discretion to use the fund.
- 2. Rollover
 - a. Rollover shall be defined as allocated funds not spent by clubs and organizations at the end of a semester.

- b. Rollover shall be budgeted in accordance to the following:
 - i. 35% shall be deposited into the SGA Capital Fund.
 - ii. 25% shall be budgeted toward a large event or events, either hosted by an organization or by SGA.
 - iii. 15% shall be budgeted for External Allocation Fund.
 - iv. 15% shall be allocated to the Internal Allocation Fund.
 - v. 10% shall be allocated to the Victory Fund.
 - vi. Any remaining funds shall be allocated to the capital fund, or budgeted at the discretion of the Comptroller.

B. EXTERNAL FUNDING

- 1. Semesterly Allocations
 - a. The Appropriations Committee shall receive and approve budgets for the upcoming semester during a semesterly allocation meeting. All allocations must be approved by the Appropriations Committee.
- 2. Weekly Meetings
 - a. The Comptroller shall inform the Appropriations Committee each week of the remaining weekly allocation budget to provide context for funding organizations. This update will include the total budget set at the beginning of the semester, the amount spent to date, and the remaining balance available for allocation.
 - b. Sign ups for weekly meetings: Every two weeks, a weekly meeting request opens. All clubs can apply to weekly meetings every at a time set by the Appropriations Chair, not less than three days before the allocation meeting. Applicants shall be given the opportunity to sign up for a waitlist.
 - c. Organizations shall appear on a first come, first serve basis, though the Appropriations Chair may prioritize an organization if a club's request is time sensitive or otherwise urgent. Organizations not given a slot at the first meeting, but who sign up for a waitlist, shall appear at the next open meeting. At least ten slots shall be opened in each two week meeting period, with more being allowed at the discretion of the Appropriations Chair.
 - d. The weekly allocation budget shall account for no less than 8% and no more than 15% of the External Allocation Fund, appropriated at the discretion of the Comptroller.

C. BLUE AND GOLD CLUB FUNDING

- 1. The Appropriations Committee shall fund clubs and organizations using the Blue and Gold framework consisting of four organization categories: Pride, Blue, Gold, and Club Sports.
- 2. Organizations shall be categorized and reviewed by the Club Resources Committee no later than the second Senate meeting of the fall semester. Club Resources shall categorize organizations using the outlined criteria.

The Senate shall vote to confirm the categorization at the second meeting of the Senate. The categorization may be reviewed and amended at any point in the year at the discretion of the Club Resources or Appropriations Chair. Any changes to categorization shall require Senate approval by simple majority.

- a. All newly Hofstra recognized organizations will automatically be categorized as Pride organizations upon their recognition and before they complete the Check-In Process. This does not require Senate approval.
3. Criteria and entitlements of each category is as follows.
 - a. Pride: Organizations that have not met the requirements of another category, or have not completed the SGA check in process.
 - i. Criteria: Must be Hofstra recognized.
 - ii. Entitlements: These organizations have the lowest priority access to the SGA budget.
 1. Allocations shall account to 5% of the semesterly allocation budget.
 2. Allocations shall account to 20% of the weekly allocation budget.
 - b. Blue: Organizations whose primary mission is to provide a space for their members interests.
 - i. Criteria:
 1. Host weekly, biweekly, or monthly general meetings.
 2. Host at least two non-general meeting events open to the Hofstra community each semester.
 3. Collaborates on at least one non-general meeting event each semester with another Hofstra organization.
 4. Participates in one philanthropy activity
 - a. A philanthropy activity shall be defined as an event or fundraiser which provides a service or raises funds for a charity or cause beyond their organization.
 - ii. Entitlements:
 1. Allocations shall account to 58.5% of the semesterly allocation budget.
 2. Allocations, combined with Gold, shall account to 80% of the weekly allocation budget.
 - c. Gold: Organizations whose primary mission is to provide external services or events to the entire Hofstra community.
 - i. Criteria:
 1. Host weekly, biweekly, or monthly general meetings.

2. Collaborates with two other Hofstra organizations on one or more events.
 3. Participates in one philanthropy activity as defined.
 4. Organization must meet at least one of the following requirements:
 - a. Hosts at least three non-general meeting events per semester with an attendance of more than 25 non-member students.
 - b. Hosts at least one event per semester with an attendance of over 100 Hofstra students.
 - c. Provides a service vital for the Hofstra community and is essential to the university's success and culture.
- ii. Entitlements:
1. Allocations shall account to 33% of the semesterly allocation budget.
 2. Allocations, combined with Blue, shall account to 80% of the weekly allocation budget.
- d. Club Sports: A club sport shall be defined as an organization which participates in competitive athletic events or gives students an opportunity to participate in an athletic activity.
- i. Criteria:
1. Meet the minimum fundraising and dues requirements as set by Campus Recreation.
 2. Remain in good standing with Campus Recreation, including adherence to all team, budgetary, and conduct policies.
- ii. Entitlements:
1. Allocations shall account to 3.5% of the external allocation budget.
 - a. Club Sports funding shall be used first to cover tournament-related expenses. Any remaining funds may be distributed toward other essential needs that cannot be met through Campus Recreation's budget.
 - b. All club sports expenditures are subject to approval by the Comptroller.
 - a. The President and Appropriations Chair have the authority to overturn Club Sports expenditures made by the Comptroller through a joint

decision presented in writing to the Comptroller, the SGA advisor, and a representative of Campus Recreation.

4. All attendance and event requirements shall be verified by the Club Resources committee through Get Involved HU or an equivalent campus platform.
5. The Appropriations committee shall allocate funds to organizations on a request basis as outlined in the Policy Series.
6. Any leftover funds in a category shall be divided and spent on the other categories equally. Any remaining funds shall be allocated to the weekly allocation budget, or be appropriated at the discretion of the Comptroller.

III. APPROPRIATIONS COMMITTEE

A. APPROPRIATIONS COMMITTEE POLICIES

1. The Appropriations Committee shall meet every week¹ during the fall and spring semesters.
2. Any club or organization may appear at no more than two weekly meetings per semester unless otherwise specified by the Appropriations Chair.
3. The Appropriations Chair shall contact clubs and organizations prior to the commencement of their meetings notifying the day and time of said meetings.
 - a. In order to attend a meeting, the club or organization shall submit a form on the GetInvolvedHU sign-up.
 - b. A club or organization must also submit a digital copy of their budget request to the Appropriations Chair.
 - c. The roster for any meeting is based on the order in which the clubs or organizations submitted their forms and will cap at the number set by the Appropriations Chair.
4. The Appropriations Chair reserves the right to limit a club's appearance at weekly Appropriations meetings for failure to appear.
5. If a club reserves a spot on the Appropriations roster and fails to appear, the absent meeting shall be considered as one of the two meetings for the semester, and the club will not be able to reserve a spot on the roster for the following week, unless otherwise specified by the Appropriations Chair.
6. The Appropriations Committee Chair reserves the right to limit the number of clubs on its agenda for any meeting.
7. Appropriations Committee Procedures:
 - a. When requesting a new budget, additional allocation requests shall be presented at the Appropriations Committee meeting by an executive board member of the club.

¹ A week shall be defined as an operational week for the Student Government Association if there are no days off.

- b. All funds allocated by the Appropriations Committee must be spent within the academic semester, unless otherwise specified.
- 8. Appropriation Communications
 - a. The Appropriations Chair shall be required to send the following messages to all clubs and organizations:
 - i. An email should be sent at the beginning of each semester with important dates, policy reviews, and deadlines.
 - ii. An email should be sent at least two weeks before all deadlines.
 - iii. An email should be sent before budgets are due for the next semester detailing any policy changes and the process.

B. GENERAL APPROPRIATION POLICIES FOR ORGANIZATIONS

- 1. The Appropriations Committee shall not fund any club with a discriminatory attitude with regard to membership as defined in the Student Government Association Constitution.
- 2. Student Government Association funds must only be used for undergraduate students.
- 3. Funding shall be contingent upon a club or organization's active member roster on GetInvolvedHU.
 - a. To be an active member, a student must attend 60% or more of their designated clubs meetings and/or events.
- 4. Funded events and activities must be for the mission of the organization.
- 5. Priority Order: The order in which items are listed on the budget event cover sheet shall constitute priority order.
 - a. Requests shall be considered in priority order. Should an event or budget item not be funded due to budgetary constraints, the committee shall not allocate funds to lower priority events.
- 6. Continuous Semesterly Rollback:
 - a. Four weeks past the date of an event, funds allocated towards the event shall be rolled back into the Weekly Allocation Fund.
 - i. The date indicated on the submitted Semesterly Budget shall be used unless amended by the club or organization.
- 7. A club or organization must submit the Undergraduate Organization Funding/Reimbursement cover sheet within three weeks of an event.
- 8. Treasurer Trainings
 - a. The Appropriations Chair must require a Treasurer Training on a semesterly basis.
 - i. All treasurers must prove their budget competency through the Treasurer Training assessment in which they must score 60% or above.

1. The Treasurer Training Assessment shall be administered by the Appropriations Chair at the close of each Treasurer Training session.
- b. Any organization whose treasurer fails to attend a required Treasurer Training will be denied an allocation for a semesterly budget and/or a weekly allocation.
 - i. The denial of an allocation by the chair must be made on a request by request basis.
 - ii. Exceptions Based on Club Category:
 1. Pride: No exceptions.
 2. Blue & Club Sports: May receive up to 50% of the submitted budget requested if the budget submission is late and/or the Treasurer Training Assessment is not complete.
 3. Gold: May receive up to 75% of the submitted budget requested if the budget submission is late and/or the Treasurer Training Assessment is not complete.
 4. Exceptions within the Gold, Blue, and Club Sport club categories are contingent upon the completion of Treasurer Training.
9. Reallocations:
 - a. The Comptroller shall have the discretion to approve any reallocation of funds for items similar to what was originally requested for the same event and activity.
 - b. Any new event must be approved by the Appropriations Committee as a new allocation, unless the original event was rescheduled, requiring updated costs. Any canceled event must be rolled back and deposited into the weekly allocation budget.
10. All clubs and organizations seeking funds shall use the appropriate documents provided by the Student Government Association.
 - a. All documents shall be provided in the English language and in the United States Dollar.
11. All financial business does not become official until it passes the Senate.
12. Any full-time undergraduate senator or associate may be a member of the Appropriations Committee.
13. Any member of the Appropriations Committee must abstain from voting and debating if they are a member of a club or organization seeking funds.
 - a. If the Appropriations Chair is a member of a club or organization seeking funds, they must appoint a Senator on the Appropriations Committee to chair for the duration of deliberation and voting.

14. The Student Government Association, the Comptroller, and Hofstra University cannot guarantee payment of any financial transactions where all documents are not filled out completely and correctly at least two (2) weeks in advance.
15. Bi-Annual Budget:
 - a. At the end of each semester, any club or organization seeking Student Government Association funds may submit a budget to the Appropriations Committee for the following semester.
 - b. This shall henceforth be known as “Semesterly Allocation Meetings,” to be held in November and April respectively unless otherwise specified by the Appropriations Committee.
 - c. The Senate shall review, amend, and approve the bi-annual budget, submitted by the Appropriations Committee.
 - i. A vote of two-thirds ($\frac{2}{3}$) may be instituted to remove a person or persons from the gallery.
 - d. Late budgets shall be defined as any budget submission succeeding the deadline set by the Appropriations Chair and before the commencement of Semesterly Allocation Meetings.
16. Money may be transferred from one (1) club or organization’s budget to another Student Government Association- recognized club or organization’s account with the approval of the Student Government Association Comptroller.
17. Income is defined as any money that enters a club or organization’s budget other than Student Government Association allocations.
18. Unconventional Budgets:
 - a. If a club or organization requires a budget for an event that exceeds \$50,000 and correlates directly to the purpose of that organization, they may request to submit an annual budget to ensure timely bid placement, legal satisfaction, and university policies are followed. Said organization may bring the request to the President, Vice President, Comptroller, and Appropriations Chair of the Student Government Association before the annual budget is seen by the Appropriations Committee for the Semesterly Allocation Meeting. The aforementioned parties need to vote unanimously to honor said request.
 - b. If allocated, the funds for the event would not roll back at the conclusion of the semester preceding the event.
 - i. The club or organization may only request more funds for the event at no more than two (2) nonconsecutive weekly meetings in the semester.
 - c. For any additional requests not pertaining to the one (1) event, the club or organization may submit a separate budget during the fall and spring Semesterly Allocation Meetings or at any weekly meetings they wish to attend.
 - i. Any money allocated to requests other than the specified event will follow the bi-annual schedule, and all unused

funds will rollback into the Student Government Association budget.

19. Consistency: The criteria that is set forth on the limits of what the Student Government Association may fund, shall be held objectively on a consistent basis.
20. Remaining in Hofstra Property Clause:
 - a. Anything which is purchased through funding by the Appropriations Committee must remain in the control of the club/organization that requested the item due to OSLE policy.
 - b. The Appropriations Committee reserves the right to request a full roster of uniforms, equipment, or any item from any club or organization which has received funds from the Student Government Association in the past two (2) years.
 - c. Any club/organization can request the same item two years after its initial request due to possible wear and tear or damage caused to the item.
21. Budget Appeals:
 - a. In the event that a club or organization finds the allocated funds during a weekly meeting to be incorrect under their belief, they may file an appeal to be presented to the Senate.
 - b. Weekly Meetings: If a club or organization wishes to appeal an allocation from a weekly meeting, the club must email the Appropriations Chair within 24 hours after the start of the Appropriations meeting stating their reason for appeal. The Appropriations Chair must notify the Vice President that a club wishes to appeal twelve (12) hours prior to the Senate meeting. The club may present their appeal at Senate during the presentation of the weekly Appropriations report.
 - c. Semesterly Allocation Meeting: If a club or organization wishes to appeal an allocation from budget weekend, the club must submit a Budget Appeal Form explaining the reason for their appeal.
 - d. The appeal will be seen at the first Appropriations meeting of the following semester.
22. Student Government Association will not fund any club or organization that is not registered on GetInvolvedHU.
23. Any club or organization deemed inactive by OSLE for one (1) academic year who has maintained an income account shall forfeit all income balances.
 - a. Forfeited income shall enter the External Allocation Fund

C. FUNDING POLICIES

1. Retreats: A retreat shall be defined as an internally planned, off-campus event that is exclusive to only the members of a club or organization.

- a. A maximum of thirty (30) members, up to \$25.00 per member, may be funded by the Appropriations Committee for a retreat per semester.
 - b. No Appropriations Committee budget shall be allocated for food for the retreats.
2. Honor Societies: The Appropriations Committee shall not allocate funds to honor societies.
3. Scholarships: The Appropriations Committee shall not allocate funds for scholarships.
4. Alumni: The Appropriations Committee shall not allocate funds towards any gifts or items for alumni.
5. Licensing/Certifications: The Appropriations Committee shall not allocate funds for licensing or certifications.
6. Subscriptions: Subscriptions may be funded, provided that the subscription is directly related to the organization's mission.
 - a. Funds allocated for subscriptions may only be accessed via the reimbursement process.
7. Transportation: Transportation may be funded up to a 350-mile radius of Hofstra University.
 - a. A Student Government Association recognized club or organization may be funded up to five (5) personal cars per event.
 - b. Student Government Association cannot fund gas expenses.
 - c. Student Government Association cannot fund for coach bus(es).
 - d. Student Government Association cannot fund for rental cars.
 - e. Student Government Association cannot fund for airfare.
 - f. Student Government Association cannot fund for any rideshare services (i.e. Uber, Lyft, etc.)
 - g. Student Government Association cannot fund any travel outside the United States.
 - h. Student Government Association funds mileage based on the standard Internal Revenue Service (IRS) rate at the time of requested funds.
8. Merchandise: Merchandise for members shall not be funded.
9. Uniforms: No uniforms shall be funded above \$40.00 per member per semester.
 - a. A Uniform shall be defined as a required and standardized item or set of clothing worn by all members of an organization or club for official events or activities, intended to create a consistent and identifiable appearance.
10. Prizes: The Appropriations Committee shall not fund prizes.
 - a. If a club or organization intends to host an event where prizes are essential to the event's function, they may contact the Student Government Association Comptroller to request sponsorship. If approved, sponsorship allows the funding of prizes through the Student Government Association.

11. Tipping: Organizations cannot use Appropriations Committee allocated funds for tipping.
12. Disc Jockey: Organizations shall not be funded more than \$750 for Disc Jockeys per semester.
13. Coaching or Instructor Fees: The Appropriations Committee may fund up to \$1,500 per semester for all coaching or instructor fees.
14. Trainer Fees: The Student Government Association may fund up to \$1,500 per semester for all trainer fees.
 - a. Organizations that require trainers that total more than \$500 per semester must provide documentation that they are required by their league.
15. Fashion Shows: The Appropriations Committee shall not allocate funds to requested fashion shows unless they fulfill the explicit purpose of the club or organization as stated in their constitution.
16. Speaker Fees: The Appropriations Committee may fund specific speaker fees, but not optional honorariums or donations.
17. Donations: The Appropriations Committee shall not allocate funds for cash or in-kind donations.
18. Member Gifts: The Appropriations Committee shall not allocate funds for gifts to members.
19. Social Outings: The Appropriations Committee shall not allocate funds for social outings.
 - a. A social outing shall be defined as any event that is restricted to the members of a club or organization that does not specifically relate to the purpose of said club or organization.
 - b. The Appropriations Committee shall not fund formals or similar social events that do not specifically relate to the purpose of the club or organization. The Appropriations Committee reserves the right to determine whether or not an event is a formal.
20. Hotels: Three (3) different bids shall be provided before any allocations are to be disbursed for hotel costs. A recognized club or organization may be funded up to \$200.00 per room per night for hotels.
 - a. One bid shall be accepted in the event that a club or organization is mandated to stay in that hotel by the conference or event they are attending. Should this be the case, the club or organization must provide documentation.
 - b. A recognized club or organization may be funded for up to three (3) nights.
21. The Appropriations Committee shall not fund for Airbnb or independent homestay service (rentals).
22. Membership Fees: The Appropriations Committee shall not fund membership fees for the individual members of any club or organization.
23. Conferences: A conference shall be defined as an educational event or training related to the organization's mission.

- a. A maximum of thirty (30) members may be funded by the Appropriations Committee for registration to attend conferences per semester, at a maximum of \$30.00 per attendee.
 - b. No Student Government Association budget shall be allocated for food for the conferences.
- 24. Competitions: When requesting funds for a competition, an organization shall present the Appropriations Committee with all necessary registration materials and information regarding the competition.
- 25. Photography:
 - a. Photography cannot be funded using the Appropriations Committee unless it is for the sole purpose of forwarding the mission of the club/organization requesting the funds.
 - b. The Appropriations Committee cannot fund photography for individual use or the photographing of an individual.
 - c. The Appropriations Committee cannot fund for any photography relating to graduation.
- 26. Fundraising:
 - a. Student Government Association may allocate funds for fundraising items only if the profits raised from the fundraiser are going to a charitable cause/organization.
 - b. Student Government Association may not fund for fundraising items if the profits raised from the fundraiser are going to the club or organization's income.
 - i. This restriction does not apply to student-run performances that raise funds by selling tickets.
 - c. Student Government Association may allocate funds for fundraisers or charitable initiatives that involve student participation in providing a service or hosting an event for Hofstra students. Allocations must demonstrate direct student involvement and shall not be used for general giveaways or donations to external (non-Hofstra student) parties.
- 27. Catering and Food Requests
 - a. No off campus catering requests shall be allocated unless an event or activity requires a dietary or religious restriction that cannot be accommodated by campus dining.
 - b. Off campus catering for cultural events shall be permitted when Hofstra catering services cannot make a dish comparable and similar in price.
 - i. Requesting organizations must ask their advisor to provide an invoice from campus dining proving that the requested dish cannot be made.

IV. CLUB RESOURCES COMMITTEE

A. OFFICE SPACE PROCEDURES

1. Floor plan of Office Space:

- a. The Student Government Association governs all club office space.
 - b. A floor plan of all occupied and vacant office spaces shall be kept by the Club Resources Chair.
 - c. Only Hofstra recognized clubs or organizations may be eligible to receive an office space from the Student Government Association.
 - d. Every two (2) years, at the discretion of the chair, the floor plan is to be reviewed and necessary changes are to be made by the Club Resources Committee and reviewed with the Office of Student Leadership and Engagement.
2. Allocation of Club Office Spaces:
- a. Every two (2) years, at the discretion of the chair, clubs interested in occupying a club office space shall be required to submit an application on Get Involved HU to the Club Resources Committee prior to the Office Space Review.
 - b. Applications shall include:
 - i. Name of organization
 - ii. A copy of the club's constitution
 - iii. An explanation of the club's purpose and how an office space would benefit that purpose
 - iv. Explanation of campus presence and activity
 - c. The Club Resources Committee shall review, allocate, and vote on club office spaces preceding ratification by the Senate.
 - d. Notification of the allocation of club office spaces shall be provided prior to the last operational week of the semester.
 - e. The Club Resources Chair shall monitor all transitions between office space moves.
 - f. Organizations that apply for an office space and do not receive one, may be automatically considered by the Club Resources Committee to receive storage space in Student Center 260L and 260H.
3. Club Office Hours:
- a. The organizations occupying an office space shall have their Executive Board members serve two (2) open office hours per operational week in totality.
 - i. An office hour is defined as a minimum of thirty (30) consecutive minutes where an Executive Board member is available in their office.
 - b. Executive Board members must log their office hours each week by filling out the QR code posted in each club office space.
 - c. Office hours shall be submitted to the Club Resources Chair by 5pm on Fridays.
 - d. Office usage will be monitored by the Club Resources Committee. If a student organization fails to appropriately utilize their student organization office space, the office space may be

revoked at the discretion of the Student Government Association and the Office of Student Leadership and Engagement.

- e. Office spaces will be subject to routine safety and security checks to ensure all policies and procedures are followed.

4. Club Office Space Policies:

a. General Expectations:

- i. All clubs/organizations are expected to use their office space solely for the purpose of conducting official club business. No students are permitted to reside in, sleep in, or utilize the office space for personal use.
- ii. No organization is allowed to bring furniture into their office (e.g. desks, refrigerators, couches, or file cabinets) without prior approval by the Student Government Association and Hofstra University. Any furniture in the office is considered property of Hofstra University.
- iii. All office spaces shall abide by all fire codes and the Guide to Pride.
- iv. Posters, flyers, and stickers may be attached to the office doors and walls provided that they do not damage the surface. Staples and thumbtacks are strictly forbidden. They cannot block any windows.
 - 1. Student organizations may advertise an event on their office door(s) by submitting flyer(s) for approval to the Office of Student Leadership and Engagement.
- v. Organization executive boards are responsible for all activities that occur within the office space. This includes the actions of all persons in the office.
- vi. There is absolutely no smoking, alcohol, or drugs allowed, at any time, regardless of a member's age. Any violation shall result in immediate revocation of the club office space by the Student Government Association and disciplinary action through the Office of Community Standards.
- vii. The club office space shall not be altered, painted, nor vandalized.
- viii. The organization is expected to keep the office space tidy and organized. Clutter, trash, and junk shall be removed from the office space.
- ix. Any items used for the purpose of the club that has been funded by the Student Government Association shall be stored in an administrative building.²

² Materials shall not be stored in residence halls, cars, etc.

- x. Any violation or behavior deemed to be unethical shall result in the loss of the office space.
 - xi. Any items provided by SGA to a club office may solely be used on behalf of the organization for the purpose of maintaining organization records or furthering the organization's mission to foster their community. Such items are not permitted to be used for individual personal purposes.
 - xii. All offices and items within the office are subject to random checks.
- b. Consequences:
- i. All clubs and organizations are responsible for any damages that occur to the office space and office furniture.³
 - ii. Organizations are expected to pay for any replacement furniture or painting needed due to defacement, in addition to fines.
 - iii. Violations of any of the above policies shall be investigated by the Club Resources Committee. The Club Resources Chair shall submit any evidence gathered to the Judicial Panel to be presented in a hearing.
 - iv. Anything in violation of the Guide to Pride shall receive disciplinary action from the Office of Community Standards, as well as a fine from the Student Government Association and/or loss of office space.

Degree of Offense	Minor Offense (ex: Office Hour Violation/Club Dispute)	Intermediate Offense (ex: Destruction of Property)	Major Offense (ex: Alcohol and other Prohibited Items)
1st Offense	Warning Letter	Fine and Meeting with Club Resources Chair	Investigative Hearing and Senate Approval
2nd Offense	Meeting with Club Resources Committee	Fine and Investigative Hearing	
3rd Offense	Discretion of Senate		

³ This includes minor damages as well as major damages/defacement.

B. HOFSTRA STUDENT ORGANIZATIONS

1. A new student organization shall be considered a recognized Hofstra organization if it is recognized by the New Student Organization Recognition Committee.
 - a. The Club Resources Chair, as well as three additional members of the Club Resources Committee, shall be considered full members of the New Student Organization Recognition Committee. As members of the Hofstra Student Organization Recognition Committee, the Club Resources committee members shall vote on new organization recognition and actively seek to assist the committee where and when possible.
 - i. SGA Club Resources Committee members shall apply to join the New Student Organization Recognition Committee for the corresponding semester.
 1. During the fall semester, the application shall be open to Club Resources committee members from the previous Spring semester.
 2. During the spring semester, current Spring Club Resources Committee members shall be eligible to apply.

C. HOFSTRA STUDENT ORGANIZATION ONBOARDING PERIOD

1. All new recognized organizations are subject to a one (1) month onboarding period. Throughout this time period, new organizations must:
 - a. Have at least fifteen (15) members including a full Executive Board consisting of a President, Vice President, Secretary, and Treasurer.
 - b. Follow a constitution having been approved by Hofstra Student Organization Recognition Committee, the Club Resources Committee, and Senate that contains the Student Government Association's most current preamble.
 - c. Have all Executive Board members attend all required trainings
 - i. Student Organization Leadership Training
 - ii. Title IX Training
 - iii. Treasurer Training
 - iv. Student Event Request Training (coming Fall 2023)
 - d. Manage and maintain their own Get Involved HU (GIHU) page
2. If an Executive Board member of the newly recognized Hofstra organization is not able to attend a student organization leadership training session, they may seek additional make-up sessions with OSLE and/or SGA.
3. Recognition during the Hofstra Student Organization Recognition Process enables all new student organizations access to funds from 5% of the SGA Budget.

4. Membership of a newly recognized organization shall not consist of more than a quarter of members who were members of a preexisting organization that was removed from campus due to disciplinary actions.
5. During the one (1) month following the Hofstra Student Organization Recognition Committee Meeting, organizations shall hold a minimum of three (3) meetings and at least one (1) fundraiser or event with at least fifteen (15) members in attendance prior to attending an SGA Senate Check-In. The Club Resources Committee shall require proof of such attendance and organization gatherings in the form of attendance rosters and additional evidence including but not limited to photos or promotional event materials.
 - a. The Club Resources Committee shall require the submission of this roster at the meeting for club constitution review.
 - b. The Club Resources Committee shall verify that the members present at said meetings are registered on the club or organization's GetInvolvedHU page.
6. Following the one (1) month onboarding period, the new organization may digitally submit their proof of engagement via the form on Get Involved (GIHU) to the Club Resources Committee for approval. If approved, the Club Resources Chair shall formally invite the organization to a Senate Check-In meeting.
 - a. The proof of engagement shall be defined as the following:
 - i. Proof of three (3) previous organization meetings
 - ii. A Get Involved (GIHU) roster greater than fifteen (15) members
 - iii. Proof of one (1) prior fundraiser or campus-wide event
 - iv. The organization's most recently updated Constitution and governing documents
 - v. GIHU Events Pass attendance records for the corresponding training session(s) of each Executive Board member
7. Student Organization Check In Appeals: In the instance a Hofstra recognized organization does not pass SGA Check-in to receive the full benefits of an active Hofstra Recognized Student Organization, they may send a letter of appeal to the Club Resources committee. If the organization is deemed eligible for appeal after review by the Club Resources committee, they may present before the Senate.
 - a. During the Appeals process, the Club Resources Chair shall abstain from voting.

D. DERECOGNITION

1. Hofstra recognized organizations are subject to derecognition by OSLE if they fail to apply for re-recognition during the spring semester.
 - a. In addition, failure to comply with any university policies and procedures may result in an organization being deemed unrecognized.

2. Clubs and organizations that have been derecognized shall no longer be permitted to identify themselves as a Hofstra recognized organization. In addition, said clubs and organizations shall not be permitted to request nor obtain the following Student Government Association resources:
 - a. Funds outside of the five percent (5%) legislation available to non-recognized clubs and organizations.
 - b. Advertisement per the Communications Committee.

E. MEETINGS

1. In order to attend a Club Resources committee meeting, the club or organization shall submit a form on the GetInvolvedHU sign-up.
2. The roster for any meeting is based on the order in which the clubs or organizations submitted their forms and will cap at the number set by the Club Resources Chair.
3. A member of the club Executive Board shall attend a Club Resources Committee meeting with copies of the constitution.
4. The Club Resources Committee Chair reserves the right to limit a club's appearance at weekly Club Resources meetings for failure to appear.

F. CLUB ELECTIONS

1. Clubs and organizations holding elections for officers shall be conducted through GetInvolvedHU.
2. The club or organization shall notify the Club Resources Committee Chair of the election at least one (1) week in advance.
3. Following their election, the club or organization shall complete the post-election form on GetInvolvedHU with its results.
4. The Club Resources Committee shall audit the elections to make sure they are being done properly.

G. CLUB IMPEACHMENT

1. Clubs who begin impeachment proceedings against an officer of the club shall notify the Club Resources Chair of said proceedings at least forty-eight (48) hours before the proceedings have begun.
2. A representative of the Club Resources Committee shall be present at all meetings where impeachment proceedings occur.

H. INVESTIGATIONS

1. The Club Resources Chair shall have the authority to investigate any grievances regarding constitutional violations of clubs or organizations that have been brought to their attention.
2. Following a preliminary review of the issue, if the Club Resources Chair deems it necessary, the Club Resources Committee shall conduct an investigation in accordance with the organization's administrative advisor.
 - a. Once the investigation is complete, the Committee shall present their findings to the Judicial Panel who shall then finalize the hearing process

I. DRAFTING AND COMPLETING LEGISLATION

1. Any Senatorial Action shall be approved by the Club Resources Committee by a majority vote prior to being presented at Senate.
 - a. Any member or constituent of the Student Government Association, not barred by the Student Government Association Constitution, may bring Senatorial Action to the Club Resources Committee for review.
2. All Senatorial Actions passed by the Senate shall be recorded in the Senatorial Actions Booklet by the Club Resources Chair.
 - a. All senatorial actions recorded in the Senatorial Actions Booklet by the club resources chair are to be reviewed and posted by the Archivist and Secretary.

J. CONSTITUTIONAL REVIEW

1. The Club Resources Committee shall require an update of a club's constitution once every four years. If need be, the Club Resources Chair reserves the right to request one yearly revision of club constitutions.

K. SENSITIVITY TRAININGS

1. The Student Government Association will hold a semesterly sensitivity training for all club leadership positions in collaboration with OSLE.
2. All club leadership positions must attend at least one sensitivity training per academic year.

L. TEMPLATE FOR SENATORIAL ACTION

Hofstra University
Student Government Association
[Year]

S.A. [Year]. [Senate]. [Case Number]

[Title of Senatorial Action]

Taken from [article] [number], [section] [number] of the [Constitution/Policy Series]

All content to be added, changed, or removed from either the Constitution or Policy Series shall be typed out here.

Any removed content shall have a strikethrough, as follows: [~~word~~].

Any added content shall be in bold, as follows: [**word**].

Resolutions shall have the following format:

[*Whereas*, content;

Let it be resolved, the resolution.]

Respectfully Submitted,

[Name] [Name]

[Title] [Title]

V. COMMUNICATIONS COMMITTEE

A. WEBSITE

1. The Communications Committee shall be responsible for the upkeep and content of the Student Government Association website.

B. STUDENT PUBLICATIONS

1. The Communications Committee shall work with any student publications to provide the student body with information regarding activities of the Student Government Association.

C. CAMPUS UPDATES

1. The Communications Committee shall compile information to provide campus updates on any and all actions taken by the Student Government Association.
 - a. These updates shall be compiled and distributed once a month.
 - b. The campus update shall consist of a list of all Senatorial Action and all other relevant actions taken by the Student Government Association since the previous update.
 - c. These updates can be presented in video and/or print form.

D. PROMOTION AND ADVERTISING

1. The Communications Committee shall promote club and/or campus-wide events through social media, flyers, tabling, etc.

E. SOCIAL NETWORKS

1. The Committee shall be responsible for updating all Student Government Association social networks on a regular basis.

F. INTERVIEWS

1. A member of the Student Government Association Communications Committee shall be present at all interviews pertaining to Student Government Association affairs.

VI. PROGRAMMING COMMITTEE

A. FALL FESTIVAL DUTIES

1. The Programming Committee shall participate as a co-sponsor or member of the Pride Expo.

B. HOFSTRA CELEBRATES THE HOLIDAYS

1. The Programming Committee shall be responsible for promoting Student Government Association involvement in Hofstra Celebrates the Holidays. All Student Government Association members shall contribute in the activities of Hofstra Celebrates the Holidays through participation or attending the lighting ceremony.

C. HOFSTRA ATHLETICS

1. The Programming Committee shall organize SGA's participation in at least one Hofstra Athletics-related activity per semester.
 - a. This includes but is not limited to an event during Pride Unleashed Week, allocating funds for transportation to the Colonial Athletic Association (CAA) Tournament (in which transportation costs shall not exceed more than \$4,000), hosting a tailgate, or attending a game as a group.

D. STRESSBUSTERS

1. The Programming Committee shall be responsible for assisting and co-sponsoring at least one (1) event for Stressbusters alongside the Office of Student Leadership and Engagement (OSLE) each semester.

E. STUDENT APPRECIATION WEEK

1. The Programming Committee shall plan and direct Student Appreciation Week every fall semester at a date determined by the committee preceding ratification by the Cabinet. Student Appreciation Week shall include five (5) days of programming, surveying, and hosting an internal town hall event all aimed to increase communication between the Student Government Association and the student body.

F. SPRING INTO ACTION WEEK

1. The Programming Committee shall plan and direct a week during the Spring semester at a date determined by the committee preceding ratification by the Cabinet. This shall include five (5) days of programming, surveying, and hosting an advocacy-related event/activity all aimed to increase communication between the Student Government Association and the student body.

VII. ACADEMIC AFFAIRS COMMITTEE

A. STUDENT GOVERNMENT BULLETIN BOARD

1. The Student Government Bulletin Board shall be maintained by the Academic Affairs Committee. All material displayed on the board must first be approved by Academic Affairs prior to being put up.
2. Profane or inappropriate language or images shall not be tolerated.

VIII. EQUITY AND INCLUSION COMMITTEE

A. INCLUSION AMBASSADOR

1. The Equity and Inclusion Chair may appoint an Inclusion Ambassador, whose duties shall be as follows:
 - a. Coordinate internal Title IX trainings on an annual basis in accordance with New York State Education Law Article 129-B and “Enough Is Enough” legislation.
 - b. Attend Intercultural Club Caucuses and other pertinent events at the discretion of the Equity and Inclusion Chair.
 - c. Collaborate with Intercultural and Service Clubs and Organizations to promote diversity and inclusion on campus.
 - d. Work constructively with advisors in the Office of Student Leadership and Engagement, the office of Intercultural Engagement and Inclusion, and the office of Equity and Inclusion to promote internal social justice education.

B. SENSITIVITY TRAININGS

1. The Student Government Association will hold a semesterly sensitivity training for all club leadership positions in collaboration with OSLE.
2. All club leadership positions must attend at least one sensitivity training per academic year.

IX. WELLNESS AND CAMPUS SAFETY COMMITTEE

A. “OneLove” AMBASSADOR

1. The Wellness and Campus Safety Chair may appoint a “OneLove” Ambassador, whose duties shall be as follows.
 - a. Attend “OneLove” committee meetings and other pertinent events at the discretion of the Wellness and Campus Safety Chair to discuss prevention, awareness and education regarding Title IX related policies and initiatives.
 - b. Collaborate with politically/socially active clubs, student organizations, nonprofits and other relevant organizations and departments to facilitate programming and promote awareness of issues regarding Title IX policies and resources on campus.
 - c. Work constructively with the Title IX Officers and advisors in the Office of Student Leadership and Engagement to promote a healthy environment in which all members of the Student Government Association are aware of policies and all available resources.
 - d. The Vice President shall act as the deciding vote as the Wellness and Campus Safety Chair sees fit.

X. ELECTION RULES

A. ELECTION OF SENATORS

1. In order to be eligible to run for a position in the Student Government Association, each candidate must fulfill the requirements stipulated in the Student Government Association Policy Series.

B. ELECTION OF PRESIDENCY AND VICE PRESIDENCY

1. Candidates for President and Vice President are to be elected on separate ballots, though one Presidential campaign may be run in coordination with one Vice Presidential campaign.
2. If an electorally unsuccessful candidate receives the minimum number of votes for Senator at Large, the candidate shall be offered the position of Senator at Large.
3. On a date(s) specified by the Elections Commission, candidates for President and Vice President must attend a meeting to declare their candidacy.
 - a. If a student cannot attend this meeting, they may email a member of the Elections Commission twenty-four (24) hours prior to the meeting with their name, 700 number, email address, and the title of the position they would like to run for.
4. Candidates for President and Vice President must have collected the required signatures at a separate and earlier date than other offices.
 - a. This date is to be specified by the Elections Commission and cannot be later than the first Monday of April.
 - b. Only candidates who have collected the required signatures by this separate and earlier date may campaign, participate in debates, and appear on the ballot.
5. Candidates for President and Vice President are to be afforded an extra week of campaigning in the interest of increasing awareness of candidates and facilitating debates between candidates.

C. ELECTIONS COMMISSION

1. GENERAL:
 - a. The membership of the Commission is to be nominated by members of the Senate, subject to ratification by a majority vote in the Senate.
 - i. Commissioners shall be prohibited from running for any position and must remain unbiased.
 - ii. All members of the Student Government Association (excluding the External Advocacy Branch), are eligible for nomination, consistent with the Constitution.
 - b. The Club Resources Committee shall serve as the Elections Commission for the Fall Elections.
 - c. The Elections Commission shall be advised by the Student Government Association Advisor.

- d. The Elections Commission shall be ratified by two-thirds (2/3) of Senate, and the first report including the dates, procedures, and rules governing the election shall be ratified by a majority vote.
- e. The Elections Commission shall be required to submit a weekly report to the Senate in the same manner as a committee chair.
 - i. This report shall not contain information concerning any individual candidates, but will solely focus on the logistics of planning and executing the election.
 - ii. A member of the Elections Commission shall present this report during the New Business of the Senate agenda.
- f. No person serving on the Elections Commission shall compete for any Student Government Association election nor aid in campaigning for any elected office⁴ in the season that said person shall serve.
- g. Members of the Elections Commission shall not endorse any candidate, sign any petition, campaign on behalf of any candidate, or campaign for or against any referendum. Any Elections Commission member found doing so shall be immediately removed by a $\frac{3}{4}$ vote of the Senate with the advice of the Student Government Association advisor.

2. PROMOTIONS

- a. The Elections Commission shall publicize informational sessions to the student body at least two (2) weeks before they take place.
- b. At least two (2) information sessions shall be held before elections occur.
- c. The Elections Commission will begin an election promotion no later than two (2) weeks prior to the start of the campaign.

3. DEBATES

- a. Any questions relating to the debates shall be directed to the Elections Commission and answered outside of the Student Government Association office.
- b. If there is an uncontested election, the Elections Commission shall hold at least one (1) event during which the candidates present the goals of their campaign to the general Student Government Association constituency prior to voting dates.

⁴ If two (2) or fewer individuals meet the requirements to serve on the Elections Commission, then two (2) members of the Student Government Association may be nominated to serve by Cabinet, subject to ratification by a majority vote in the Senate. This includes any Associate, member of Cabinet, Judicial Panel, Senate, and Executive Board not running on a Presidential Ticket or aiding in the campaign of a ticket during the election in the season that said individuals shall serve.

- c. The Elections Commission shall organize at least one (1) presidential and one vice presidential debate if each office sees a contested election.
 - i. Debates are to be open to the Student Government Association constituency.
 - ii. The format and logistics of debates shall be left to the discretion of the Elections Commission but the following provisions must be adhered to:
 - 1. The debate must occur before elections begin and after signatures are collected for president and vice president.
 - 2. At least one of the moderators must be the Elections Commission Chair.
 - 3. Every effort must be made to include all candidates for each respective debate.
 - iii. Only a member of the Elections Commission, or an impartial individual designated by the Elections Commission, shall be eligible to act as a moderator for the debate.
 - iv. The Elections Commission shall advertise the debates one (1) week in advance of the debates.

D. ELECTION LOGISTICS

- 1. Candidates running for the position of Senator and Justice shall be listed on the ballot in a random order generated by the system.
 - a. In order to be placed on the ballot in the spring, candidates are required to attend the Student Government Association Information Meeting at which they shall submit their name to the Elections Commission.
 - b. In order to be placed on the ballot in the Fall, candidates are required to attend a Student Government Association Information Session at which they shall submit their name to the Club Resources Committee or Elections Commission.
 - c. Each ticket may send one (1) representative who is not a candidate in the Student Government Association election or a member of the Student Government Association to witness the closing of the voting polls. Vote totals shall be presented to the Senate by the Elections Commission. The Student Government Association advisor must provide all results to the Elections Commission.
- 2. To obtain the position of Senator the candidate shall secure one hundred (100) votes. In the case where more senators have been elected than Senate seats available, the candidates receiving the highest votes shall be elected.

3. To obtain the position of Justice the candidate shall secure one hundred (100) votes. In the case where more justices have been elected than seats available, the candidates receiving the highest votes shall be elected.
4. All tickets must secure a minimum of three hundred fifty (350) votes and a plurality of total votes cast for the office of President and Vice President.
5. In case a re-election is necessary, the rules outlined in this section apply.
6. Spring Elections shall be held by the fourth Monday of classes in April. Elections shall take place from 9 AM on Monday until noon on Wednesday. An announcement will follow the conclusion of elections in which the winners of the election are announced.
7. Fall Elections may be held in the first week of October and shall take place from 9AM on Monday until noon on Wednesday.
8. Elections shall be done online through Hofstra University's portal. No student may proxy their vote by giving another student their 700 number and/or password.
9. Stations for electronic voting may be set up and monitored by the Elections Commission.

E. DECLARATION OF CANDIDACY

1. From the time of declaration, the Elections Commission shall have three (3) business days to verify that each candidate meets the requirements outlined in the Student Government Association Policy Series.
2. Each candidate shall collect signatures as stipulated in the Student Government Association Policy Series.
3. All signature petitions shall be received by the Office of Student Leadership and Engagement before campaigning begins at a date and time decided upon by the Elections Commission.
4. Candidates or tickets shall not ask for signatures in the Student Government Association office or during Student Government Association activity.
5. Candidates may verbally inform the public of their intentions to run and their campaign platform while collecting signatures.

F. CAMPAIGNING

1. The start of campaigning shall begin at a time and date determined by the Elections Commission and approved by a majority of the Senate.
2. There shall be no campaigning at any of Hofstra University's computer labs or academic areas such as but not limited to classrooms, laboratories, libraries, etc.
3. There shall be no campaigning in the Student Government Association office or during any Student Government Association activity.
4. Publicity:
 - a. No individual or endorsing group shall publicize prior to the start of campaigning.

- b. Flyers and other promotional materials shall not be distributed in any way in off-campus establishments or in the locations specified in Section F, Subsection 2.
 - c. All mediums of campaigning shall be in good taste and shall not libel or slander another candidate, nor destroy any campaign materials of another ticket.
 - d. All flyers shall be approved by the Office of Student Leadership and Engagement, whom shall keep a file of all approved flyers to which the Elections Commission may refer.
 - e. Ads may be placed in *The Hofstra Chronicle* for a combination of up to two (2) pages. The breakdown of these pages is at the discretion of the candidate or ticket.
5. Finances:
- a. Any candidate for the position of Senator or Justice shall not personally spend more than \$50.00 to finance their campaign.
 - b. Any candidate for the position of Senator or Justice shall not accept more than \$100.00 of donations for the duration of their campaign.
 - c. Tickets shall not personally spend more than \$100.00 collectively to finance their campaign.
 - d. Tickets may accept donations from Student Government Association recognized clubs and organizations. Tickets shall not accept donations totaling more than \$100.00 from any single source. Tickets shall not accept any additional donations after reaching a total of \$500.00 from all sources.
 - e. The fair market value of all items given or sold to prospective voters shall be included in the spending limits stipulated above.
 - f. Receipts shall be kept for all purchases and shall be submitted to the Elections Commission immediately after the end of voting.
6. Endorsements:
- a. Candidates may seek the endorsement of any group, department, or individual on campus. Any financial endorsements are subject to the spending limits stipulated above.
 - b. A Student Government Association recognized club or organization may officially decide to endorse a ticket by means determined appropriate by the Elections Commission, unless otherwise stipulated in said club or organization's constitution. No candidate or ticket that does not have the official endorsement of a Student Government Association recognized club or organization shall use any said club or organization resources.
 - i. The Elections Commission shall give ticket endorsement forms to be completed by clubs to be submitted to the Elections Commission.
 - ii. Department heads must submit in writing official endorsements of tickets to the Elections Commission.

- c. The current President and Vice President may endorse any ticket.
 - i. The President and Vice President shall not utilize any of SGA's resources or events to endorse whichever ticket they so choose.
- 7. The use of social media is allowed, and shall be regulated by the Elections Commission. Any message sent or posted shall be in good taste and shall neither slander nor libel any other candidate(s) or ticket(s).

G. DISPUTES AND APPEALS

- 1. Any disputes concerning the elections must be directed in writing to the Elections Commission. The Elections Commission shall present documentation of all disputes to the Senate for information purposes only.
- 2. All appeals shall be submitted prior to the release of the election results.
- 3. Election results shall not be posted until all pending appeals have rendered decisions.
- 4. All decisions made by the Elections Commission concerning the election rules and processes can be appealed to the Senate. A decision regarding the final outcome of the campaign shall not be appealed.

XI. STUDENT GOVERNMENT ASSOCIATION PROCEDURES

A. ORDER OF BUSINESS

1. SENATE AGENDA

- a. Senators who wish to make additions or changes to the agenda submitted by the Vice President may do so by making a motion to suspend the rules and place the item in a specific place in the agenda.

2. APPROVAL OF SENATE AND CABINET MINUTES

- a. The first question at each meeting of the Senate and Cabinet shall be the approval of its own minutes from the previous sitting, followed by the minutes of the previous Cabinet meeting. Approval by Senate is constituted by a majority plus one of voting members present and voting.

3. EXECUTIVE BOARD REPORTS

- a. The President, Vice President, Comptroller, and Secretary may give a weekly report to the Senate.

4. SENATE APPROVAL OF COMMITTEE MINUTES

- a. Senate approval of the Committee minutes shall take place after the approval of the Senate minutes of the last sitting, and the reports of the Executive Board, unless otherwise noted.

5. OBJECTIONS TO MINUTES

- a. If at any time a Senator raises a point of order against a meeting of a Student Government Association body by raising the question that the meeting has been held in violation of procedure, the Vice President shall rule as to whether or not the minutes shall be voided, subject to appeal by a majority of the Senate.

6. OVERRULING DECISIONS OF COMMITTEES

- a. Senators may move to overrule a specific decision of any legislative committee by making a motion to disapprove the decision. A motion to disapprove is debatable, and the Senate shall have the right to debate and pass alternative decisions on motion.

7. SPECIAL MEETINGS OF STUDENT GOVERNMENT ASSOCIATION BODIES

- a. Special meetings of the Senate may be called by the President, the Cabinet, or the written petition of one-third (1/3) the members of the Senate. Special meetings of the Cabinet may be called by the President, Vice President, or one-third (1/3) the Cabinet members. Special meetings of committees may be called by the Chair.

B. PARLIAMENTARY PROCEDURE

1. QUORUM

- a. In all meetings of Student Government Association organized bodies, except for full Senate, a quorum and/or majority shall be constituted by attendance of the majority of the voting members

present. No business shall be entertained unless in the presence of quorum. If any Senator doubts the presence of a quorum, they may order the calling of the roll. If a quorum is not demonstrated at any given time, the only motions that are in order are to recess temporarily, to call for absent members, or to adjourn.

2. SENATE DEBATE

- a. The presiding officer reserves the right in all cases to set regulations for debate and voting, but members of the Senate may, through an appeal from the decision of the Chair, make motions concerning debate and voting which shall supersede such regulation.

3. OBJECTIONS

- a. Senators shall have the right to object to any proceedings.

4. MOTIONS

- a. Senators who make a motion are entitled to the floor to speak on their motion and receive the floor by virtue of their making the motion. If the presiding officer declines to recognize a motion, a Senator who did not originally make or second the motion may raise a point of order that the motion be recognized. If one-third (1/3) the members present second said point of order, the presiding officer shall then put the question to the Senate.
 - i. Consideration of Motions: In the absence of objection, motions proposed and entertained shall stand approved.
 - ii. Objections to Motions: Motions where a contest obviously exists through objection must be put to a vote. The presiding officer may also, at their discretion, put a question to a formal vote even where there is no apparent objection.

5. VOTING

- a. The method of voting shall be by voice vote, except in the following cases:
 - i. Secret Ballots: The Secretary and the President shall count all ballots. The Vice President shall announce the tally votes at the end of voting.
 1. Voting on all matters of elections shall be taken by secret ballot, with no exceptions.
 2. Any two (2) members of the Student Government Association may order a secret ballot be taken.
 - ii. Roll Call Votes: The Secretary shall call the roll of Senators, and when their name is called, shall clearly answer "Yea," "Nay," or "Abstain," as the case may be. The record of the names and individual votes along with the tally shall be printed in the minutes. It shall be the responsibility of the Communications Committee to include a brief description of the roll call vote. The

Committee shall then create a chart of the respective votes, to be found on the SGA website.

1. The method of voting for all legislation to amend the Constitution and for all Resolutions shall be by roll-call vote, with no exceptions.
2. One-third (1/3) of the members present may order that an open roll-call vote be taken for all matters other than the ones aforementioned.
- iii. Ordering of Roll Call Votes: The presiding officer may order that a roll call vote be taken on any question brought to the Senate.
- iv. Voting on Club Recognition: When votes are cast on recognizing clubs that are currently in the check-in process, all active members of these clubs as defined by the club's constitution are required to abstain from voting.

C. EXECUTIVE AND CLOSED SESSIONS

1. Should the matter of privacy be of concern at any point during a Senate meeting, the Senate may use one of the following sessions to proceed.
 - a. Executive Session: The Senate may vote to use executive sessions in situations where the traditional minutes that are taken may prevent senators from taking part in the conversation.
 - i. Anyone in the Senate chamber that is not an elected SGA Senator is allowed to remain in the chamber so long as they do not take any written or recorded notes of the proceedings.
 - ii. Minutes are taken throughout the duration of the session. All debate, motion, votes, and/or subsequent action that occur during the session are on record, but the names of the senators are redacted.
 - iii. A two-thirds ($\frac{2}{3}$) vote of the members of Senate who are present is required to begin and end an executive session.
 - b. Closed Session: The Senate shall only use closed sessions in situations when sensitive information regarding clubs or constituents is being discussed.
 - i. Anyone in the Senate chamber that is not an elected SGA Senator shall vacate the space immediately until the closed session is over.
 - ii. Minutes are not taken throughout the duration of the session. All debate, motion, votes, and/or subsequent actions that occur during the session are not on record.

- iii. A three-fourths ($\frac{3}{4}$) vote of the members of Senate who are present is required to begin and end a closed session.

D. VACANCIES

1. If at any time a vacancy exists in any position on the Student Government Association, the following procedure exists for the prompt filling of said vacancies:
 - a. President: In the event of a vacancy in the office of the President, the Vice President shall become the President. If the Vice President declines to take the position of President, there will be an election within the Senate to choose a new President. The Club Resources Committee Chair shall serve as the President pro tempore until the election of a new President.
 - i. In the event that the Vice President declines to take the position of President, an election must take place within four (4) weeks of the Presidential vacancy to fill the position. The Club Resources Chair will serve as President until a replacement is elected.
 - ii. The Chair of the meeting cannot be nominated for the position of President.
 - iii. To run for the position of President one must be nominated and seconded by a member of the Senate. Any undergraduate who fulfills all necessary requirements as outlined in section 215.3, subsection A and B, is eligible.
 - iv. All nominees are entitled time to speak on their own behalf. After each nominee has spoken, the candidates must leave the room while deliberations occur.
 - v. To be elected President, a nominee must secure the vote of fifty-one percent (51%) of Senators present.
 - vi. If no nominee secures the total as outlined above, a run-off election shall be held between the three nominees with the highest plurality of votes.
 - vii. If no nominee secures the totals outlined above in the second round of voting, a second run-off election shall be held between the two nominees with the highest plurality of votes during the run-off election.
 - b. Vice President: In the event of a vacancy in the office of the Vice President, the Club Resources Committee Chair shall serve as the Vice President pro tempore until the election of a new Vice President.
 - i. An election must occur within four (4) weeks of the Vice Presidential vacancy to fill the position.
 - ii. The Club Resources Committee Chair is to preside over the proceedings. If the Club Resources Committee Chair

- cannot or will not preside, the Cabinet shall decide who shall Chair the proceedings.
- iii. The Chair of the meeting cannot be nominated for the position of Vice President.
- iv. The election shall take place within the Senate.
- v. The procedure of election of Vice President will be the same as the election of President as stated in section 301.1, subsection A of these bylaws.
- vi. Simultaneous Vacancy in the Offices of the President and Vice President: In the event of simultaneous vacancies in the offices of the President and Vice President, the Club Resources Committee Chair shall serve as the President pro tempore and the Academic Affairs Committee Chair shall serve as the Vice President pro tempore until the election of a new President and Vice President. If one of the chairs does not wish to serve in that position, the position shall pass alphabetically through the Cabinet.
- c. Secretary: In the event of a vacancy in the office of the Secretary, the President shall appoint a new Secretary.
- d. Comptroller: In the event of a vacancy in the office of the Comptroller, the President shall perform the duties thereof until the election of a new Comptroller.
- e. Committee Chair: In the event of a vacancy in the office of a Committee Chair, the Vice President shall preside over the Committee until the election of a new Chair can be affected.

E. SOCIAL CHAIR

1. The Social Chair is the events coordinator for internal SGA events
 - a. The Social Chair(s) position is held by senator(s) who are elected by the Cabinet no more than two (2) weeks after the start of the first senate after fall elections.
 - b. The Social Chair(s) are nominated by the secretary and elected by majority vote from Cabinet.
2. The position(s) will operate under the budget of the Secretary.
3. The Social Chair(s) will be required to hold one internal social event per month unless instructed otherwise by the Secretary.
 - a. The internal event can be either on campus or off campus at the discretion of the Social Chair(s).
4. The Cabinet holds the right to suggest the removal of the Social Chairs(s). The suggestion will then be voted on by the Cabinet
 - a. Upon removal of a Social Chair, the next Cabinet meeting will be used to discuss a replacement.

F. PROCEDURE FOR INTERNAL ELECTIONS

1. All nominees for a given position are entitled five (5) minutes to speak on their own behalf. After each nominee has spoken, the nominees must leave the room while deliberations occur.
 - a. Nominees may be allotted additional time by a majority vote of the senate.
2. Following their presentation, members of the Senate shall have 10 minutes to ask any questions of the nominee speaking.
 - a. The nominee shall have no more than two (2) minutes to answer each question.
 - b. Time may be extended by a majority vote of the Senate.
 - c. Any competing nominee for a given position shall be excluded from participating and voting.
3. All other electoral procedures shall be up to the discretion of the chair.
4. After all nominees for a given position have spoken, the senate will move into a moderated caucus. The time allotted for the moderated caucus is 10 minutes.
 - a. The content of the moderated caucus must be relevant to the nominee's ability to perform their respective roles.
 - b. Following the moderated caucus, the Senate will hold a secret ballot selecting a nominee.
 - i. To be elected, a nominee must secure the vote of fifty-one percent (51%) of Senators present.
 - ii. If no nominee secures the totals outlined above in the first round of voting, a run-off election shall be held between the two (2) nominees with the highest plurality of votes during the election.
 1. The winner of the run-off shall be decided by a plurality of the votes.