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Student Government Association

Vice President of Business & Finance Standard Operational Procedures

A. REQUIREMENTS TO APPLY FOR STUDENT GOVERNMENT ASSOCIATION FUNDING

Student clubs and organizations can apply for Student Government Association funding by meeting all of the following criteria:

- 1) New clubs and organizations may apply for funds and, submit proposals for club pool funding upon the chartering of the club by the Student Government Association.
- 2) Membership, activities and events must be inclusive and be open to all students.
- 3) To receive an annual budget, complete a Student Government Association budget application, which must be submitted by the date indicated on the budget application distributed by the Student Government Association Vice President of Business & Finance, during the spring for the upcoming academic fiscal year.
- 4) Attend a budget allocation hearing with the Budget committee in attendance.

B. FACTORS TO BE CONSIDERED DURING BUDGET ALLOCATIONS

Budget Committee shall consider the following factors when determining a Club Budget allocation and/or club pool:

1. No club, organization, or entity shall be denied the right to funding from the Student Government Association on the basis of belief, philosophy, creed, opinion, religion, or partisan political persuasion.
2. No club, organization, or entity recognized by the Student Government Association and guaranteed the right to funding, shall be denied the right to use its funding to carry out its mission, goals, and activities.
3. All clubs, organizations, and entities recognized by the Student Government Association are guaranteed the same criteria for student-based funding provided that the club serves the mission, fosters the growth of communities, is open to all student activity fee paying students, and is fiscally responsible. Funds shall be used for purposes as defined in SUNY Board of Trustee policy 302.14 and the requirements as set by the SGA in conjunction with CSLI which contribute to the marketplace of ideas, serve the community, and advance the mission, goals, and activities of the club recognized.
4. **All clubs must have four events during each academic semester equaling eight programs per year; otherwise the club will be penalized and will not receive the maximum allocation (\$8,000 per year/\$4,000 per semester). Clubs are permitted to spend 50% of their allocated budget per semester. Failure to spend half of their budget will result in revocation and re-distribution of the unspent funds (budget line to be determined by the budget committee). Clubs may request, in writing, at the last budget committee meeting of the Fall semester, to retain any unspent funds, upon verification of completed programmatic requirements, and intended use of budgets for Spring programming. Club budgets will be determined based on various factors (See appendix**

A for budget allocation worksheet). **In addition, being late to chosen/assigned budget hearing is \$500.00 deduction and an absence will result in a deduction of \$1,000.00. If previous advances have not been cleared, club will not receive the requested amount until the fiscal issues are reconciled. Any student club who requests/miscalculates in excess of the \$8,000.00 maximum allowable annual budget will automatically be deducted 10% from the maximum allocation (\$800.00).**

5. Clubs have the option to host Late Night Programming herein referred to as LNP, (all LNP factors are subject to review by the VP of Programming). Clubs that host LNP will be granted incentives that will be determined by the SGA.

6. New clubs may request the full cap after an academic year of being registered as a new club by the indicated deadline. Clubs chartered in the fall semester meeting all requirements may apply for annual budget allocation in the spring for the following academic year. Clubs approved in spring and meet requirements must continue to request funds from club pool until they have existed for one academic year.

7. Student activity fees must be distributed in a viewpoint neutral manner, and with equal protection under law afforded to all club, organization, or entities recognized by the Student Government Association.

8. The Student Government Association shall make no law or policy establishing separate criteria for receiving funding, including on the basis of the viewpoint of the club, organization, or entity recognized, the types of beliefs and opinions which are being expressed, or the manner in which those ideas are being distributed.

9. This section shall not be construed to mean that funding levels shall be equal for all clubs and organizations. Any club, organization or entity recognized by the Student Government Association and guaranteed the right to funding shall operate with an appropriate level of funding by the Government to function effectively in carrying out its mission, goals and activities. The Government shall take into consideration then organizations duly adopted constitution, the written plan for expenditure of allocated funds, the past record of the organization's utilization of its allocations, the number of students served by the funded activities of the organization, whether the organization is in good standing with the Government and considerations of fiscal prudence.

10. Ensure compliance with the Student Government Association Constitution, SOP's. A failure to comply with Student Government Association's governing documents may result in the reduction of a club/organization's budget in the following year.

11. Review compliance of club/organizations with their own constitution and mission statements.

12. If the Vice President of Clubs and Organizations believes that there is a duplication of services, this should be noted to the Budget Committee. If the Budget Committee concludes that there is a duplication of service, the Vice President of Business & Finance shall recommend denial of funds for an expenditure.

13. Review history of club/organization's membership.

14. Evaluate the club/organization's effectiveness in serving its constituents.

15. Evaluate club/organization's previous programs and activities through mandatory program reports.

16. Review whether the club/organization has been fiscally responsible with its budget in the past.

17. Review whether the club/organization has maintained adequate controls over its inventory.

18. Review club/organization's co-sponsorships
19. Review club/organization's fundraising activities.
20. Failure to adhere to viewpoint neutral criteria shall be considered a "wrongful act of substance".
21. Responsible and timely return of any issued cash advances/receipts.
22. After all the relevant factors have been considered by the Budget Committee, each item shall be allocated an amount to which they are eligible to receive on the final budget. Then, the Budget Committee shall make considerations of fiscal prudence to ensure that the budget is balanced; each item in the line budget, excluding items which are under contract, subject to law, or only requested the minimum that the club, organization, or entity recognized by the Student Government Association needed to fulfill its mission, purpose, and goals, shall be apportioned the exact percentage reduction or addition in order to balance the budget.
23. Any invoices received by the SGA, that are greater than 90 days past due, will be paid administratively for services rendered.

C. DISBURSEMENT OF BUDGET

1. Types of Disbursements: Requests for the disbursement of funds are divided into the following categories:

a. **Advances:** Advances are requests for funds to be loaded on a VISA debit PEX card to be utilized for vendors, such as Party City, Home Depot, local restaurant, etc. All advance requests must be approved by purchase order on Rubber Stamp. Original itemized receipt substantiating the advance must be submitted to the Vice President of Business & Finance via scan or photo on Rubber Stamp within **one (1) week after the event and the items listed are utilized**. If proper documents are not received within one (1) week, club's budget will be frozen. *All outstanding advances will affect club budget for following semester.*

b. **Cash Advances:** Have a maximum withdrawal of \$100.00 per club/organization by a student executive board member. Additional advances will not be permitted until prior receipts of transactions have been submitted. Cash advances will only be utilized if a Visa debit PEX card can't be used.

c. **Faculty/Staff event supervisor:** Off campus trips or weekend activities/conferences which require supervision and access to college facilities, require the attendance of a faculty or staff member to be approved by the SGA advisor (the only advisor overseeing all clubs). Compensation will be provided at a rate of \$100.00 per event. Faculty/Staff overseeing an off campus conference will receive a flat rate of \$100.00 for the duration of the conference in addition to hotel, travel, and meal expenses.

d. **Contracts:** Contracts between clubs/organizations and outside vendors/contractors can only be signed by the designated Student Government Association Executive Board Members.

e. **Invoices:** Original invoices should be submitted via Rubber Stamp within ten (10) business days of service being received. A purchase order should be approved prior to invoice being generated by vendor. Vendors should include a purchase order number when issuing an invoice.

2. **Reimbursements:** All requests for reimbursements must be accompanied by original itemized receipts, along with purchase order. Reimbursements must be pre-approved by the Vice President of Business & Finance. Anyone who has made a credit card purchase must

show proof of purchase by receipts. All credit card purchases should be done by the Visa debit "PEX card". A request for funds from Student Government Association must be submitted via allocate/Rubber Stamp.

3. **Check Request/PEX card Purchase order Process.** It is important to note that completed check request purchase orders requesting disbursements must be submitted via Rubber Stamp/allocate.

4. **Visa Debit PEX card Process:** All purchase requests will have a similar process to a check request with a purchase order and approval through Rubber Stamp. This will minimize if not eliminate the need for cash and cash advances issued directly to students. The student will have to sign out the card from the SGA VP of Business and Finance and/or Business Manager. With the approval of an expense the funds will be added to an assigned Visa debit "PEX card". Instead of the check being delivered directly to the vendor the student will go directly to the vendor, make the purchase online, or provide the information over the phone. Upon completion of the purchase the student will load the receipt/invoice on to Rubber Stamp and return the card to the SGA VP of Business and Finance within **one (1) week of purchase.**

5. **Check Request/PEX card Purchase order Approval.** In order for a club/organization to request a disbursement, it must first submit a purchase order **TWO WEEKS** prior to an event as well as prior to the disbursement being committed and/or contracted. In order for a purchase order to be approved, the following procedures must be adhered to:

- a. Purchase order must be submitted via Rubber Stamp/allocate
- b. Purchase order must have been approved and signed by the club's Treasurer, unless it is an SGA budget line which is to be approved and signed by the SGA President and SGA Vice President of Business & Finance, except for the Senate Programming, Student Programming and Concert budget lines. Senate Programming will be approved by the Executive Vice President and Vice President of Business & Finance. The Student Programming and Concert budgets will be approved and signed by the Vice President of Programming and the Vice President of Business & Finance.
- c. Attach via scan or photo an invoice and a detailed list of the items being purchased.
- d. Purchase order must have original itemized receipts attached via scan or photo where applicable.
- e. Receipts must be uploaded to the PEX system. This can be accomplished utilizing the PEX app. In order to do so, the Treasurer of the respective club will need a PEX account. Before a PEX card is issued, a PEX account will need to be set up with the Business Manager. The app will need to be downloaded to a respective mobile device, as well as the PEX terms and conditions will need to be signed off and acknowledged.

h. Completed purchase orders should be submitted via Rubber Stamp/Allocate by Tuesday at 1pm. No exceptions will be made after this time deadline. Checks should be available by the following Friday. Checks will be available during the VP of Business and Finance's posted office hours.

i. Contracts are to be signed by the Student Government Association executive board member as stated in SGA constitution, vendor representing the service provider and will be reviewed by the CSLI director. Contract must be attached via scan or photo for check preparation.

- j. Original contracts must be submitted to the Vice President of Business & Finance or the advisor to the Student Government Association.
- k. Completed W9 form must be submitted to the Vice President of Business & Finance in order to process the vendor/person.
- l. All invoices, contracts, purchase requisitions, are required to have a Rubber Stamp-generated purchase order number.

6. **Purchase order Rejection by the Vice President of Business & Finance.** Purchase orders can be rejected for the following reasons at the discretion of the Vice President of Business & Finance:

- a. Missing documentation such as:
 - 1. Contracts.
 - 2. Original Receipts/Invoices.
 - 3. W9 tax identification form
 - 4. Fliers
- b. Incomplete information
- c. Paperwork submitted late (not within the designated timeline)
- d. Lack of funds in the club/organization's account.
- e. Budget frozen because of noncompliance with Student Government Association's procedures.
- f. Current club/organization's constitution or bylaws not on file.
- g. Updated registration incomplete for current semester.
- h. Outstanding advance/missing receipts.
- i. Inventory list not on file.
- j. **Rejection by the Vice President of Business & Finance, Fiscal Agent or Center of Student Leadership and Involvement (CSLI).** Purchase orders can be rejected for the following reasons:
 - 1. The expenditure is not in accordance with the stated mission, purpose, and goals of the club, organization, or entity recognized by the Student Government Association.
 - 2. The expenditure is fiscally irresponsible.
 - 3. The expenditure is a violation of the Student Government Association's procedures or the constitution.
 - 4. Purchase orders which have been rejected for any reason, will not be signed and an explanation will be posted via Rubber Stamp/allocate.
 - 5. Use of funds does not fall within the SUNY guidelines – policy 302.14.

D. CO-SPONSORSHIPS

- 1. Student Government Association funded club/organizations are *not* allowed to do internal transfers between budgets. However, Student Government Association clubs/organizations are encouraged to co-sponsor events.
- 2. Following are the two types of co-sponsorships:
 - a. **Co-sponsorships between Student Government Association funded clubs** are encouraged and seen as both desirable and beneficial. The written co-sponsorship agreement describing who shall pay for which expense should be handed in. If there is a net profit from the ticket sales for the event, the percentage will be split. *No more than 50% of a Student Government Association funded*

club/organization's budget can be utilized for Co-Sponsorships with other Student Government Association funded club/organization. Clubs/organizations are encouraged to utilize their funding to build their own organization.

b. **Co-sponsorships between Student Government Association and Non-SGA funded groups** will require that the written co-sponsorship agreement be handed in, describing who pays for which expenses be pre-approved by the Vice President of Business & Finance and CSLI Administrative Director of the party requesting funds. If there is a net profit from the ticket sales for the event, the percentage split between and among the co-sponsors should be stated on the approved co-sponsorship agreement. All ticket sales and expenses must be processed through the funded Student Government Association club/organization via University Tickets.

E. RECEIPTS

1. All receipts are due no later than one (1) week after the event the items listed are utilized.
2. If receipts are not handed in to the Vice President of Business & Finance or the Business Manager by the deadline, the club's budget will be frozen, until receipts are submitted.
3. Any invoices that have not been submitted for payment by the club within 10 business days of receipts will be processed by SGA from the appropriate club account.

F. EQUIPMENT

1. Student Government Association's fixed asset policy is to capitalize fixed assets with a value of \$500.00 or greater, except for audio visual equipment, printers, and gaming systems, which are capitalized at \$100.00 or greater.
2. Equipment should be purchased in accordance with the club/organization's mission. If a club/organization ceases to function, or does not use the equipment in an appropriate manner (i.e. for financial gain), the equipment must then be returned to Student Government Association.
3. All equipment must be kept with the Vice President of Business & Finance's storage area. *
4. No equipment shall be disposed of without prior authorization from the Student Government Association Vice President of Business & Finance.

G. FUNDRAISING AND REVENUES

1. As a general rule, Student Government Association clubs/organizations should provide free or at least inexpensive services/goods to their constituents. All revenues generated must be collected by the Vice President of Business & Finance during their office hours.
2. Student Government club/organization must submit a fundraising proposal to the Vice President of Clubs and Organizations for review.
3. After approved by the Vice President of Clubs and Organizations, the VP of Clubs and Organizations will then forward said proposal to the VP of Business and Finance/Budget Committee.
2. **Donations:** The student activity fee cannot be donated to charities. However, the proceeds of a fundraiser held by a recognized student club/organization can be donated. Fundraising must be pre-approved by the Vice President of Business & Finance and CSLI Administrative Director. The proceeds from fundraising must be deposited into the Student Government Association club/organization's account and a check will be written from the

account. If a fundraiser fails to generate revenue beyond expenditures, no funds can be donated.

3. Receipts must be made to anyone who donates in excess of \$10.00.

H. APPAREL, PRIZES, AND MEAL ALLOTMENTS

1. Apparel may not exceed the Student Activity Fee amount per item.
2. Prizes may not exceed the amount of \$100.00, per item.
3. No gift cards should exceed the Student Activities Fee (\$87.50), limiting them to 3 gift cards per event.
3. Meal allotments are limited to no more than \$30 per person.
4. All final decisions regarding prizes and any request for extenuating/large scale events contingent upon the VP of Business & Finance approval.

I. CONFERENCE POLICY

1. Clubs wishing to participate in conference must submit a proposal to the budget committee
2. The Student Government Association will pay up to 50% of total cost, not to exceed \$300 per person.
3. Clubs can apply for the full amount if it does not exceed the amount of \$100 per person.
4. **Balance may not be taken from club budget.**
5. Receipts **MUST** be returned for the amount of the conference in its entirety.
6. Payments for the advisor will be paid by the SGA.
7. Those attending conferences must present what they have learned/experienced at the next SGA General Assembly meeting.
8. The Conference line will begin at the amount of \$10,000

J. COMPLIMENTARY TICKET POLICY

1. All complimentary attendees must be identified as a “comp” on ticket list and provide all other requested information as any attendee would.
2. If attendee is not on/does not have a complimentary ticket/ list, they must have a paid ticket with their information.

K. BUDGET COMMITTEE/CLUB POOL ALLOCATIONS

1. Budget Committee will hold biweekly budget meetings according to the academic calendar.
2. The proposal application must be completely filled out and submitted to the Vice President of Business & Finance no later than a week prior to the meeting.
3. All clubs who have exhausted their budgets may submit a proposal; approval is at the discretion of the VP of Business and Finance, and the budget committee.
4. A member of the Executive Board, or representative of the club/organization, must be present in order for the proposal to be considered valid.
5. Student Government Association must be included in the promotion of the event (i.e. fliers) when club pool is used.
6. **Attendance is voluntary, with the exception of clubs requesting money from Club Pool. Those requesting funds MUST BE PRESENT during the specific budget meeting. All clubs, despite deductions or lack of funds, will still be required to fulfill their 8 program requirements; Clubs will be expected to utilize club pool to attain funding and complete programming.**

7. All clubs/organizations interested in receiving funding from Club Pool must first be preapproved for all expenses (cash advance, reimbursements, etc.) Failure to do so will result in an automatic denial upon actual request.

8. In the event that Club Pool has covered any fiscal responsibilities of a club or organization without prior approval, they will not receive funding for the remainder of the current and subsequent semester.

L. STIPENDS (BY THE DISCRETION OF THE BUDGET COMMITTEE)

1. The Student Government Association Executive Board (excluding the Vice President of Business & Finance and the President) will be paid \$12.75 an hour for a maximum of eight (8) hours per week and required 5 office hours.

2. The Vice President of Business & Finance and the President will be paid \$12.75 an hour for a maximum of sixteen (16) hours per week and required 8 office hours.

3. The Student Government Association Senators will be paid minimum wage per hour for maximum of seven (7) hours per week 4, required office hours (2 reception hours included).

4. The Student Government Association Judicial Officers (student court) will be paid minimum wage per hour for a maximum of four (4) hours per week, required 2 reception hours.

5. Members at Large are not to be compensated for their time or responsible for office hours. Their time is voluntary.

M. SUSPENSION OF CLUB FUNDS

1. If a club is suspended for incomplete executive board, missing documents, registrations, sanctions, or other requirements, any funds allocated to the organization will be frozen until requirements have been met to remove the suspension.

2. If a club fails to have suspension lifted by the end of the current semester, any allocated funds will be redistributed to the SGA budget after review by the Budget Committee, who will determine to which line the funding is to be reallocated.

Student Government Association

Vice President of Clubs and Organizations By-Laws

- A. All club officials must be registered on campus vine, and complete all trainings offered by the SGA.
- B. All clubs must submit both an electronic and physical copy of their completed end of semester report.
- C. Physical copies of the clubs EOS reports should include sign in sheets as well as meeting minutes, and copies of their event flyers.
- D. All clubs/organizations must operate ALL business through the official email account assigned by the SGA. If an email is sent from a personal account, then it will not be answered.
- E. Clubs are not required to have staff/faculty advisors.
- F. ~~All flyers must be submitted to ORCA via www.owocatv.com website and must be approved before being posted on social media, or physical fliers.~~ All clubs must refer to the college's Social Media Policy and register ALL SGA Club/Organization related accounts on the Social Media Site, registration link on www.owsga.com.
- G. All clubs are **REQUIRED** to table at least 2 times per semester (4 per year).
- H. All Clubs/ organizations are **REQUIRED** to host a minimum of 4 programs per semester, [8 per year] and submit end of semester reports. If a club fails to fulfill requirements, budget requests/allocations for the upcoming year will be penalized. Please see VP of Business and Finance SOP's, section B "Factors to be considered during budget allocations"
 1. Off campus trips or weekend activities/conferences which require supervision and access to college facilities, require the attendance of a faculty or staff member to be approved by the SGA advisor.
- I. All student clubs must submit a mandatory Student Club and Organization Program Report a week after the initial program date via SG V.P of Clubs and Organizations email.
- J. An E-board member(s) who attends COCO may sign in for up to **TWO** clubs.
- J. A student may only hold an e-board position in a maximum of **TWO** clubs.
- K. In the event of a vacancy on a club executive board, the club will have two weeks to fill that position. If the vacancy is not filled within two weeks the club will be suspended until there is a full executive board registered with the Vice President of Clubs and Organizations.
- L. Attendance at COCO meetings are mandatory, and all or at least 1 of 5 executive board member per meeting. In the event that none of the club executives are able to attend, they must inform the VP of Clubs and Organizations **12** hours in advance.
 1. If any club misses one COCO meeting they will be placed on probation.
 2. If a club misses another COCO meeting their budget will be frozen, if a club has no budget they will have no access to any SGA funds.
 3. In order for a club to gain access to funding again they **MUST** attend 2 consecutive COCO meetings and meet with the Vice President of Clubs and Organizations.
 4. Clubs are allowed to have a maximum of 2 excused absence(s) from COCO meetings per semester.
- M. When attending COCO meetings you **MUST** be marked present and stay for the entire meeting. If a member has to leave early or is requesting an excused absence they must notify the Vice President of Clubs and Organizations prior to COCO meetings via sga_vpclubs@oldwestbury.edu.

N. **ALL** clubs/ organizations must complete leadership training and be registered as a club by the required date.

~~O. Club Officers must hold a 2.5 GPA cumulative and have clear judicial standing in order to serve as an E-board member.~~

P. All clubs must have general membership meetings held weekly or bi-weekly; minutes are required at these meetings, and all minutes must be submitted by the deadline assigned by the V.P of Clubs and Organizations.

a. Minutes shall reflect accurate dates, times, attendance, discussions, votes and decisions.

Q. Club constitutions must include a non-discrimination policy, a mission statement, and anti-hazing agreement which are subject to review by Student Court.

R. If a student club does not have a complete E-board, they will not be considered active until they fill any voids. This includes a President, Vice President, Treasurer, Public Relations, and Secretary.

S. An individual can only hold **ONE** position per e-board per club.

T. Clubs who wish to be reinstated after a period of inactivity can submit a club application packet for review to the Vice President of Clubs and Organizations. Any organization inactive for a period greater than one academic year (fall/spring) must submit a new club application packet.

U. Clubs seeking charter must submit a complete club application by the October 15th for the fall semester and march 15th for the spring semester. Clubs requesting to be reinstated within one academic year, can be reinstated immediately upon review by the SGA.

V. Any e-board, mission statement, and or constitution changes must be submitted to the V.P of COCO and are subject to review by the court, and SGA advisor.

W. All Treasurers are encouraged to attend the VP of B&F bi-weekly Budget Committee meetings.

Student Government Association

Elections By-Laws

A. **Eligibility for Elected or Appointed Office**

1. Applications are available the first day of the spring semester for the upcoming academic year.
2. All official communications, including candidacy notification, will be sent to the students' Old Westbury email account.
3. Candidates will run individually, not as a "ticket".
4. In the event that there are vacancies within the academic year, appointments will be made by the SGA president or executive vice president as outlined in the SGA constitution.
5. Refer to Section 10 of the SGA Constitution for eligibility requirements.

Applications are to be submitted online to the SGA executive secretary, to be vetted by the adviser to the SGA. Notification of eligibility/appointment will be made by the executive secretary within (5) business days of the application deadline.

B. **Requirements for Candidacy and Campaigning**

1. *Attendance*
 - a. Attendance at the candidate meeting is required. Failure to attend makes a candidate ineligible to run. If the candidate has an academic course scheduled at that time, they can submit a request for excusal to the SGA executive secretary no less than 24 hours in advance.
 - b. If a candidate is unable to attend the mandatory meeting and has been excused in writing by the executive secretary, they may schedule a separate meeting to review information with the executive secretary.
2. *Content*
 - a. At the candidate meeting, the SGA will review these by-laws and the posting policy, as well as answer any questions.
 - b. The Elections Committee will be available to answer questions and approve campaign materials.
3. *Campaigning*
 - a. Candidates cannot begin campaigning until they have been formally notified of their eligibility to run for the proposed position.

C. **Meet the Candidates**

1. Meet the Candidates is an opportunity for candidates to introduce themselves to the community and for the community members to ask questions of the candidates.
2. Meet the Candidates will be moderated by the SGA Vice President of Communications.
3. Meet the Candidates is mandatory for candidates. Failure to attend will result in disqualification. Meet the Candidates will be held during Common Hour to facilitate availability. Any student who has class scheduled at this time will be required to submit a statement to the SGA VP of Communications 24 hours in advance of Meet the Candidates to be read on the candidates' behalf.
4. The SGA VP of Communications will determine and keep a speaking order.

5. The SGA VP of Communications may call candidates and/or audience statements/questions out of order and may also put a time limit on questioning and on specific responses.
6. Candidates may not request that specific questions be asked of them.

D. Candidates' Statements

1. Candidates are required to create a one-page maximum statement about themselves as part of their application. The statement must include:
 - a. The candidate's name and SUNY Old Westbury email address
 - b. The desired position
 - c. Why interested in the position
 - d. Impression of the responsibilities and skills this position will encompass
 - e. Background experience relevant to the position
 - f. How to improve the effectiveness of this position?
2. The candidates will submit their statement to the SGA executive secretary via email as part of their application. Failure to submit a Candidate's Statement will result in disqualification for submission of an incomplete application.

E. Campaigning

1. Campaigning will take place during the dates specified by the SGA on the application packet.
2. All campaign material that is posted during the elections process MUST contain the following information:
 - a. Name and SUNY Old Westbury email address of the candidate(s)
 - b. Position for which the candidate(s) are running
 - c. Date and location/method that voting will take place
 - d. Contact info for the SUNY Old Westbury SGA: SGA@oldwestbury.edu
3. Campaign material – both print and social media – are required to have the SGA logo and be written with the mindset of a fair, professional and respectful approach to the campaign process.
4. SGA reserves the right to remove any and all posters after notifying the candidate of a violation.
5. Print campaign materials can only be posted in approved posting areas (bulletin boards).
6. Door-to-door campaigning, which includes distribution of print material in the residence halls (i.e. under doors), is prohibited.
7. Candidates may not accept or solicit any monetary donations.
8. There may be no negative campaigning. All candidates are reminded that although they are completely free to enlist the help of friends in the campaigning process, all candidates will be held responsible for all actions of anyone working on their behalf.
9. No electioneering or campaigning may take place during the active elections period.

F. Disqualification

1. Failure to comply with any of the above restrictions is a violation of the bylaws and may result in disqualification upon review by the Student Court.

G. Voting

1. Voting will take place for a period of no less than three days.
2. Run-off elections will be held if no candidate receives at least a majority vote, or there is a tie. Run-off elections will take place approximately a week after the original elections period.
3. All currently-registered students are eligible to vote for all positions.
4. In the event of an unforeseen problem with the elections process, an emergency election may be announced at the discretion of the SGA Student Court.

H. Results

2. The results of the elections will be provided by a third-party election company to the SGA advisor or designee and a representative of the Student Court or designee.
3. Candidates will be notified via email of the election results.

I. Grievances

1. If a member of the community has concerns regarding the legitimacy of an election and its results, they have 72 hours from when the results are announced via email to file a complaint with the SGA executive secretary who will forward the grievance to the Student Court.
2. A member of the campus community may file a grievance at any time during the elections process. All grievances must be filed within 72 hours of the alleged infraction and must be sent to SGA@oldwestbury.edu.
3. The Student Court will determine the validity of the claim and an appropriate course of action and notify the SGA General Assembly, adviser to the SGA, and all candidates of the incident and pursuant decision. It is incumbent upon the Student Court to review and render a decision within 72 business hours of receiving the grievance.
4. Candidates may submit a written appeal within 72 business hours of the decision to SGA@oldwestbury.edu.
 - a. Appeals will be reviewed by the adviser to the SGA in conjunction with (1) member of each of the branches of the SGA, herein referred to as the Elections Appeals Committee, which is chosen by the Executive Secretary. A decision will be rendered upon thorough review of all materials and information provided.
 - b. The decision of the Election Appeals Committee will be final.