

Alliance for Community Enrichment By-Laws

Section I: ACE Budget Guidelines

- A. Procedures for submitting proposals:
 - i. Obtain a funding form from the Student Association Office (CU 316) or on sa.geneseo.edu.
 - ii. Request forms shall include the following:
 - a. Price breakdown.
 - b. Time, date, and location of event.
 - c. Rationale.
 - d. Estimated number of attendees to event or program.
 - e. Notification any potential contractual agreements with any other parties.
 - f. Additional information may be requested by the ACE chair/ACE representatives as they see fit.
 - g. Signature from the organization's president.
 - iii. The completed form is returned to the ACE Chair, the SA Administrative Assistant, or the Director of SA Programs, Personnel, and Finances to be initialed, dated and signed.
 - iv. Requests must be turned in by the date specified by the ACE Chair to be placed on the following week's agenda.
 - v. ACE readings of \$499 and under will be a one-week reading and readings \$500 and above will be two-week readings.
- B. Requests will be finalized by the ACE Chair depending upon the nature of the request
- C. Appropriate Use of ACE Budget:
 - i. Only member organizations of ACE may submit a proposal.
 - ii. If a program is already stated in ACE organization's budget, they may only submit a proposal for funding if they are collaborating with another ACE organization.
 - iii. Use of ACE budget must be performance or presentational in nature (involve contractual agreements) unless 2/3 of ACE organizations are collaborating for the event.

Section II: Logo and Statements Policy

- A. Any events and programs supported and or funded by ACE must bear the SA logo and the ACE logo.
 - i. Electronic publication (e.g. e-mails, whatsapp-l, etc...) must bear the statement, "Supported by Mandatory Student Activity Fees"
 - ii. Any variations of the statement must be approved by the SA president.

- B. Organizations receiving funds from ACE are responsible to fully uphold the Logo and Statements Policy.
 - i. If an organization fails to comply with Logo and Statements Policy, the organization will be put in bad financial standing. See section IV.

Section III: Attendance

- A. Attendance shall be mandatory for voting members of ACE and the ACE chair.
- B. If ACE Representatives cannot attend the meeting, they will send a proxy from their respective organization to the meeting.
- C. If an organization fails to send a representative to the meeting:
 - i. First offense –The ACE representative and their respective organization shall be given a warning in writing by the ACE Chair.
 - ii. Second offense – they will be placed in bad financial standing (see Section IV).
- D. If an organization fails to send a representative after the second offense, they will be placed under bad financial standing for the remainder of the academic semester.

Section IV: Bad Financial Standing

- A. An organization shall be placed in bad financial standing under the following circumstances:
 - i. An organization's budget is frozen under SA policy.
 - ii. The organization fails to comply with Logo and Statements Policy (see Section II).
 - iii. An organization fails to send their ACE Representative or proxy to the weekly meeting.
- B. An organization is not allowed to submit readings while under bad financial standing.
- C. An organization however, will still maintain its voting privileges while under bad financial standing.
- D. Bad financial standing shall last for two (2) consecutive weeks. A written notification will be sent by the ACE chair to the organization who failed to send a representative or proxy. An organization may be removed from bad financial standing if a representative is sent for two (2) consecutive weeks during the time the organization is placed under bad financial standing to be removed from bad financial standing following an approval notification by the ACE Chair.
- E. SA policy supersedes if ACE group's budget is frozen by the SA Executive Board.

Section V: Amendments

- A. Amendments to the By-Laws must be proposed to the ACE Chair to be placed on the agenda.
- B. Amendments to the By-Laws must be approved by a two-thirds (2/3) vote of the ACE representatives at two consecutive ACE meetings.

- C. Amendments to the ACE By-Laws must be approved by the SA Executive Committee through a two-week reading submitted by the ACE Chair.

Section VI: ACE Voting Members

- A. These are the organizations recognized as voting members of ACE, and by the SA Executive Committee.
 - i. Black Student Union (BSU)
 - ii. Japanese Culture Club (JCC)
 - iii. Korean American Student Association (KASA)
 - iv. Latino Student Association (LSA)
 - v. Pride Alliance
 - vi. Shakti
 - vii. Womyn's Action Coalition (WAC)

Revised April, 2009

Approved: April 29, 2009