



# ACADEMIC AFFAIRS COMMITTEE

STATE UNIVERSITY OF NEW YORK AT GENESEO

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## *ACADEMIC AFFAIRS COMMITTEE BYLAWS*

### **Preamble:**

The Academic Affairs Committee of the State University of New York at Geneseo has been established to provide a forum for students to voice their academic concerns and foster extracurricular academic discussion while simultaneously developing a positive and cohesive relationship with the academic faculty. The Academic Affairs Committee is tasked with funding academically enriching programs at SUNY Geneseo as one potential means of accomplishing this goal.

### **Article I: Name**

The name of this organization shall be the Academic Affairs Committee, hereafter referred to as "AAC."

### **Article II: Purpose**

- A. To encourage, promote, and facilitate the participation of students in the academic governance of the College.
- B. To promote recognized student academic organizations by providing a means for securing and allocating funds for those organizations.
- C. To establish and implement academic-related policies of the Student Association.

### **Article III: The Academic Affairs Committee Executive Board**

#### **Section I: Composition of the Executive Board**

- A. The Executive board shall consist of one (1) Chair, one (1) Vice Chair, one (1) Secretary, one (1) Treasurer, and one (1) Communications Director. Each Executive Board member shall be a full time student activity fee-paying undergraduate student.

## **Section II: Election of the AAC Executive Board**

- A. The Chair of AAC shall be the Student Association Director of Academic Affairs, selected according to Undergraduate Student Association Elections Committee (USAEC) guidelines.
- B. Elections for the Vice Chair, Secretary, Treasurer, and Communications Director shall take place following the Student Association elections in the spring semester of the academic year.
- C. The Executive Board of AAC, with the exception of the Chair, shall be elected by majority of the voting members of AAC.
- D. If the Vice Chair, Secretary, Treasurer, or Communications Director positions are not filled during the aforementioned election, AAC may hold elections for the first three weeks of the academic semester. After this time, an appointment can be made by the Chair with the approval of the voting members.

## **Section III: Duties of the AAC Executive Board**

- A. The duties of the Chair shall be:
  - 1. To preside over all meetings.
  - 2. To prepare the agenda by the Monday before AAC's weekly meeting.
  - 3. To establish sub-committees as seen fit, with the approval and consent of AAC voting members.
  - 4. To act as a liaison between the Academic Affairs Committee, College Administration and the Student Association Executive Committee.
  - 5. To act as a liaison between the Academic Affairs Committee and the GREAT Day staff.
  - 6. To review the list of clubs deemed academic in nature by the Student Association Executive Committee.
- B. The duties of the Vice-Chair shall be:
  - 1. To preside over meetings in the absence of the Chair.
  - 2. To temporarily assume the duties of Chair in the event of the Chair's resignation or removal from office, until a new Director of Academic Affairs is selected according to Student Association and USAEC policy.
  - 3. To preside over all AAC sub-committees.
  - 4. To assist the Chair in the performance of their duties whenever necessary.
  - 5. To plan at least one (1) academic or leadership programs each academic year.

6. To plan at least two (2) student-faculty lecture series.
7. To organize the annual Professor Recognition Ceremony with the Communications Director and the Teaching and Learning Center.

C. The duties of the Secretary shall be:

1. To take attendance at the meetings.
2. To keep a record of the weekly meeting minutes on both hard copy and electronic file.
3. To send a copy of the week's minutes to the Student Association President, the Director of SA Programs, Personnel, and Finances, the AAC Advisor, the Student Association Advisor, and AAC clubs.
4. To keep a register of all voting AAC representatives.
5. To keep a record of the officers and meeting times of all recognized academic organizations.
6. To plan and implement a representative retreat each semester.

D. The duties of the Treasurer shall be:

1. To manage all funds of AAC.
2. To comply with all the Financial Policies of AAC and Student Association
3. To submit a financial report, including the balance of drawing funds, at all regular meetings.
4. To update all funding request forms prior to the first meeting of the fall semester and throughout the academic year if relevant changes are made to the AAC By-Laws.
5. To collect all receipts of expenditures from academic organizations granted funding.
6. To keep track of clubs that are in bad financial standing
  - a. To notify clubs of bad financial standing
  - b. To enforce bad financial standing policy
7. To work with the Chair in order to create a budget for the following academic year.
8. To attend the Student Association Budget Hearings with the Chair.
9. To give a presentation to the AAC at the beginning of the academic year regarding all financial policies of both AAC and the Student Association.
10. To attend the mandatory Treasurer's Training as scheduled at the start of the academic year by the Student Association Director of Business Affairs.

E. The duties of the Communications Director shall be:

1. To work with all AAC funded organizations in order to publicize said organizations' events (e.g, Peer Advisement events)
2. To publicize AAC meetings and programs.
3. To prepare and distribute all necessary materials for committee members and officers. This includes materials for all established sub-committees.

4. To organize at least one (1) student-faculty mixers or social events each academic year.
5. To create, maintain, and distribute a campus resource manual each academic year to all AAC representatives and academic organization presidents.
6. To work with the Secretary in maintaining academic organization information on the AAC website, individual club websites if available.
7. To give a presentation to AAC at the beginning of each academic year regarding all publicity policies and resources available to and through both AAC and the Student Association.
8. To maintain and update all AAC marketing and publicity materials.
9. To maintain and update the AAC website.
10. To organize the annual Professor Recognition Ceremony with the Vice Chair and the Teaching and Learning Center.

G. All AAC Executive Board members shall:

1. Attend all AAC Executive Board meetings and AAC business meetings
2. Prepare and schedule topics and speakers for Open Discussion.
3. Hold designated office hours to be established at the beginning of each semester
4. Be attentive to any pressing academic issues of the student body
5. Review a list compiled by the Chair of academically-based organizations to include as voting members of AAC.
6. Make themselves accessible to all academic organizations to clarify, teach and, provide information related to AAC.
  - a. This should be formally addressed during the first General Assembly meeting of the academic year, specifically regarding information relevant to procedure and conduct during AAC meetings. This information may be formally addressed again at the Executive Board's discretion.
7. Complete a detailed end of the year report within one week of the end of their term of office. This report must contain the officers' general duties, position specific duties, summaries of all programs and projects, and a troubleshooting section detailing problems the officer encountered and how they were overcome. This report must be submitted to the Chair, the Director of SA Programs, Personnel, and Finances, and to the incoming Executive Board member.
8. Ensure that each club holds Peer Advisement meetings by attending each club's event

**Section IV: Impeachment of the AAC Executive Board**

A. Grounds for Impeachment:

1. Excessive absences from AAC weekly meetings and AAC Executive Board Meetings.
2. Failure to perform the duties of their respective office as defined by these By-Laws of the AAC.
3. Abuse of the powers of the office.

B. Impeachment of the AAC Chair

1. Impeachment and replacement of the Chair will be executed in accordance with USAEC guidelines.

C. Impeachment of the AAC Executive Board:

1. Any AAC Executive Board officer can be removed from their office, but not necessarily from membership.
2. An Executive Board member may be removed from office upon a two-thirds (2/3) vote of all AAC voting members at a first and second reading.
3. In the event of impeachment, the AAC Chair shall preside over the proceedings. The General Assembly and Executive Board shall hear the charges and vote on the case.
  - a. Neither the Chair (except in a tie) nor the Executive Board member being considered for removal shall vote in impeachment cases

## **Section V: Succession**

A. The AAC Chair

1. If a vacancy in the Chair position occurs, then the Vice Chair will act as the interim Chair
2. A permanent Chair will be appointed according to Student Association and USAEC guidelines

B. The AAC Executive Board

1. If a vacancy occurs in the AAC Executive Board, a special election will be held within three (3) academic weeks after the vacancy has occurred.
2. If the vacancy is not filled by the third week, that office may be filled through an appointment by the Chair with the approval of the voting members.

## **Article IV: Membership of Academic Affairs Committee General Assembly**

- A. AAC representatives shall be student activity fee-paying undergraduate students.
- B. AAC does not discriminate on the basis of race, sex, gender identity/expression, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation.
1. Membership Eligibility requirements: Requirements cannot be based on illegal discrimination. Acceptable eligibility requirements include, but not limited to:

- i. Interest in a Subject, Special qualifications, Completion of training, Paying dues
2. Hazing means any act, explicit or implicit, committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization or team and which is intended to have the effect of, or should reasonably be expected to have the effect of, humiliating, intimidating or demeaning the student or endangering the mental or physical health of the student, regardless of the person's willingness to participate. Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts."

### **Section I: Voting members**

- A. Each department offering a major or interdepartmental major or minor shall have one consistent voting representative to the AAC.
  1. Academic organizations which are not seated in an academic department may also receive representation at the discretion of the Executive Board.
- B. The AAC Executive Board must be notified of a representative's appointment to AAC before the next General Assembly meeting.

### **Section II: AAC Recognized Organizations:**

- A. Each academic organization wishing to be represented in AAC and wishing to receive funding from AAC must submit a recognition form containing the following information to the Chair by the third meeting of the fall semester:
  1. Names and e-mails of the organization's officers
  2. Name(s) and e-mail(s) of the organization's faculty advisor(s)
  3. Current balance in an organization account and where those funds are deposited
  4. Days, times, and locations of regular organization meetings
  5. An approximation of yearly membership
- B. Organizations housed in academic schools must provide individual representation to be considered voting members of AAC.
- C. At the beginning of each semester, academic organizations not already recognized by AAC may seek recognition via an application process within the first two (2) AAC meetings of the academic semester.
- D. Academic organizations must be recognized by the College in order to receive AAC funding

### **Section III: Voting term of office**

- A. The voting term shall be from the first meeting of the academic year to the last meeting of that academic year.

#### **Section IV: The duties of the voting members shall be:**

- A. To attend all AAC meetings.
- B. To actively participate in all discussions.
- C. To report all activities of their organization at AAC meetings (e.g. lectures, conference, mixers, etc.).
- D. To report and communicate back to their academic organizations within the department.
- E. To notify at least one member of the AAC Executive Board in the event that they will be unable to attend the meeting.
- F. To send a proxy if they are unable to attend a meeting.
- G. To follow the bylaws of the AAC.
- H. To sit on subcommittees if the need arises.
- I. To submit an oral or written report regarding the use of AAC funds no more than two (2) weeks after funds have been spent.

#### **Section V: Removal of the voting members**

- A. If a department representative incurs two (2) unexcused absences per semester it will be recommended that a new AAC representative is elected.
- B. It will be the responsibility of the organization's executive board to find a replacement.

#### **Section VI: Attendance Policy**

- A. To be considered in attendance at an AAC General Assembly meeting, a representative should be present at the calling of Treasurer's Time through the adjournment of the meeting.
- B. If a representative is not present at the calling of Treasurer's Time, that organization is placed in bad financial standing.
- C. Exceptions to the attendance policy will be made by the Executive Board under extenuating circumstances and must be made prior to the Call to Order of said meeting.

#### **Section VII: Meetings of the Academic Affairs Committee**

- A. There shall be a minimum of one (1) meeting for every full week that the college is in session during the academic year.
- B. Meetings shall be open to the entire college campus.

- C. Special meeting may be called by the Chair.
- D. Robert's Rules of Order shall be the parliamentary guidelines for the conduct of meetings and for questions not determined by these bylaws.
- E. Only AAC representatives may make motions on existing business items.
- F. Executive Board members may not make motions regarding business. This includes but is not limited to, reading amendments, calling a reading to question, and tabling a reading.

## **Section VIII: Quorum**

- A. Quorum will consist of one half of the voting members of AAC according to the Secretary's register.
- B. There must be quorum for any business to take place.

## **Section IX: Voting**

- A. Any voting member thus defined who is unable to attend a meeting of the AAC may designate another student to vote by proxy for him or her at this meeting by informing the Chair.
- B. In the event of a tie, the Chair shall vote for or against the motion.
- C. An Abstention will be defined as a representative's willful removal from quorum for the purposes of that vote (Please refer to Article V, Section VII)
- D. Motions and readings must be approved by simple majority rule unless otherwise specified.

## **Article V: Parameters for Sub-Committees**

- A. Sub-Committees are to be established with a clearly defined objective for any purpose AAC deems necessary.
- B. Sub-Committees are to be established with a term not to exceed two (2) semesters or one (1) academic year.
- C. The chair of a Sub-Committee will be the Vice Chair unless otherwise noted.
- D. Minutes from said meetings will be made available to all voting members of AAC at the discretion of the Chair.
- E. A sub-committee may be composed of voting representatives, Executive Board members, or any student activity fee-paying undergraduate student.

## **Article VI: Peer Advisement Program**

- A. Every club that is a member of the Academic Affairs Committee is required to hold one peer advisement program per semester.
- B. The peer advisement program must be open to the entire campus.
- C. Such a program could include, but is not limited to:
  - a. Overview of registration process
  - b. Graduate school panel
  - c. Faculty panel
- D. Clubs will be responsible for submitting a short description of the event after it has occurred as well as notifying any member of the AAC executive board of its occurrence at least one week prior to the event.
- E. Clubs must have an individual trained in Academic Advising attend the program.
  - a. An academic advising training will take place within the first four weeks of the fall semester.
  - b. Individuals trained in academic advising will include:
    - i. AAC Representatives of academic clubs
    - ii. The AAC Executive Board
    - iii. Academic Peer Mentors from the Academic Advising Office
    - iv. Any other individual not specified above
- F. Clubs that do not have a peer advisement program in the semester will be placed in a frozen financial standing. This frozen suspended standing may be lifted if the club presents a letter to the AAC executive board explaining why such a program did not occur and detailing a plan for a future peer advisement program.

## **Article VII: Elections**

### **Section I: Process**

- A. Pre-Election Process
  - 1. The AAC Chair shall call for letters of intent from all candidates interested in running for open positions at least two (2) weeks prior to the day of elections.
  - 2. Potential candidates must submit letters of intent to the Chair by noon on the Friday preceding elections.
  - 3. The Chair will notify any candidates if they are ineligible to run.
- B. Election Process
  - 1. The Chair shall call the meeting to order.
  - 2. The AAC Secretary shall take attendance and note any alternate representatives. Only AAC representatives or their alternates are allowed to vote.
  - 3. Election order shall be determined by the number of letters of intent submitted for a particular position. Elections shall begin with the position that has received the most letters of intent and will end with the position that has received the least. In the

event that two positions have an equal number of letters of intent, order shall be determined at random.

4. Elections for positions shall proceed as follows:

- i. The names of all eligible candidates who submitted letters of intent shall be read and those candidates will be asked if they accept the nomination.
- ii. The Chair will call for any nominations off the floor.
  - a. Nominations may only be made by AAC representatives.
  - b. If the nominees accept the nomination they will be included in the list of candidates for that office.
- iii. The candidates will be sent out of the room and by random selection will be brought into the room one at a time.
  1. The candidate may read their letter of intent and may add any additional information they wish within a five-(5) minute time period.
    - a. The representatives may motion to extend this time period at their discretion.
  2. Any person present at the meeting will then be allowed to ask questions of the candidate within a five-(5) minute time period.
    - a. The representatives may motion to extend this time period at their discretion.
  3. When the question and answer period ends, the candidate will be sent out of the room and the other candidates will proceed through this same process until all candidates are heard.
- iv. The room will then be secured for open discussion.
  1. Discussion may only be about topics covered in the candidates' statements or during the question and answer period. No outside information may be provided or discussed.
- v. When discussion has ended, the representatives will be given ballots and may vote for one candidate, abstain, or vote No Confidence. Representatives who are candidates for the office being voted on will not be allowed in the room and hence cannot vote. However, they may proxy their vote to another representative.
  1. No Confidence votes do count as votes.
  2. Abstentions do not count as votes.
- vi. The Chair and Vice Chair will count the ballots.
- vii. Each candidate must win a majority (one more than half) in order to be declared the winner.
  1. In the event that no candidate receives a majority, the candidate with the lowest number of votes will be removed from candidacy and a revote will be taken amongst the remaining candidates.

2. In the event that a vote of No Confidence receives a majority with only one candidate remaining, the election for that position will be postponed until the fall.
  - a. In the event of a vote of No Confidence receiving a majority with only one candidate remaining during a mid-semester election, the Executive Board will discuss the election with the voting members, candidates excluded, and proceedings will be decided by majority vote.

viii. The candidates will be brought back into the room and the results will be announced.

## **Section II: Restrictions**

- A. Prior to Elections
  - a. The Executive Board and candidates for Director of Academic Affairs are excluded from publicly endorsing or disparaging candidates running for a position on the Executive Board
- B. During Elections
  - a. The Executive Board, the Chair-Elect, and any Executive Board Member-Elect are excluded from publicly endorsing or disparaging candidates running for a position on the Executive Board
  - b. In the event that the Chair-Elect or any other Executive Board Member-Elect is also an AAC representative, they are allowed to participate in elections as a duly elected representative of their organization.
  - c. Candidates may run for no more than two (2) total positions on the Executive Board per election, including nominations off the floor.

## **Article VIII : Special Circumstances**

- A. All policy matters not addressed in the by-laws shall be handled at the discretion of the AAC Executive Board with the approval of the AAC representatives.

## **Article IX : Advisors**

### **Section I: Approval of the Advisor(s)**

- A. Within the first three (3) meetings of the academic year, the Executive Board may recommend an advisor to the General Assembly.

B. AAC shall vote on the approval of the AAC Advisor at a business meeting by a two-thirds (2/3) vote.

## **Section II: Expectations of the Advisor(s)**

- A. Attend all General Assembly meetings.
- B. Be actively involved in accomplishing the goals of AAC.
- C. Make known AAC activities to other professional staff members of the college.
- D. Advise the AAC on issues regarding college policy.

## **Article X: Restrictions**

- A. These by-laws are superseded by the Student Association Constitution, Student Association Financial Policy, and all New York State and Federal laws and guidelines.
- B. Any changes made to these by-laws must be approved at a two (2) week reading by the AAC general assembly and followed by a two (2) week reading before the Student Association Executive Committee.
- C. Upon being passed by the Student Association Executive Committee, the newly approved bylaws shall replace any by-laws previously passed and shall go into effect immediately following the second reading at the Student Association.

## **Article XI: How to Amend these Bylaws**

- A. Amendments to these by-laws must be proposed to the Chair for placement on the agenda.
- B. Any amendments to these by-laws, must be passed as a two (2) week reading before the General Assembly prior to being placed on the agenda for approval of the Student Association Executive Committee.
- C. The adoption of amendments shall require the affirmative vote of two-thirds (2/3) of the voting members of AAC at a first and second reading.
- D. The proposed amendments must then be placed on the agenda for approval of the Student Association Executive Committee.

## **Article XII: Financial policy**

### **Section I: Drawing Funds**

- A. There shall be two (2) drawing funds which academic organizations can receive money from AAC. Each fund shall contain an amount of money set by the Student Association Executive Committee as part of the annual budget of the Academic Affairs Committee.
  - i. Academically-Enriching/Faculty Social fund

- a. The definition of academic events shall be (but is not limited to) as follows:
  - 1. Lectures
  - 2. Symposiums, meetings where ideas are freely discussed
  - 3. Films (Note: all laws and college policies regarding the showing of films on campus must be strictly observed by organizations requesting funds for such activities from AAC).
- b. This fund shall be accessible to all College and AAC recognized academic organizations.
- c. It may be used to fund any program or event that is deemed academically related.
- d. It may be used to fund any program or event to establish or strengthen the relationship between students and Geneseo faculty.
- e. The Social/Academic drawing fund may not be used to fund a rush event for any professional fraternity.
- f. If an event is funded with AAC (from either drawing fund) or other SA money, the event may not be used as a fundraiser for their clubs account

- ii. Off Campus/Day Trips fund
  - a. Field trips: students must pay for some aspect of the trip and must have a set itinerary.
  - b. This fund shall be accessible to all college and AAC recognized academic organizations.
  - c. Any day trip/overnight trip request must be educational in nature. Trip or conference attendees should bring back information and knowledge benefiting not only themselves, but also the academic organization represented at the conference/trip.
  - d. As per Student Association guidelines, funded organizations will provide a written synopsis or brief presentation of the academically-related benefit of this expenditure. AAC cannot fund conferences/day trips/overnight trips that are funded with other SA money such as Undergraduate Research and Travel Grants.

- B. Academic Affairs Committee funds a percentage of the total cost of a request, according to the bracket system and/or percentages stipulated on the funding request forms.
- C. Before each event requiring student transportation:
  - 1. A travel form must be filled out online prior to travel
  - 2. Drivers and Passengers must sign and submit "Student Participant Travel Waivers." These forms must be submitted to the Department of Student Life prior to travel.
- D. In accordance with Student Association financial policy, advisors to recognized academic organizations may not make requests on behalf of a student group.
  - i. AAC will not provide funding for faculty, staff, or administrators.

- E. All programs and events must be advertised campus-wide and made available to all student activity fee-paying undergraduate students.
- F. One cannot request money from both drawing funds for the same program.
- G. All programs sponsored by AAC must be in accordance with Student Association and AAC financial policies.
- H. Requests that do not fit the definitions for either drawing fund shall be dealt with at the discretion of the AAC Executive Board.

## **Section II: Off-Campus Trips**

- A. Conferences (defined as an overnight field trip)
  - i. Attendees should bring back information and knowledge benefiting not only themselves, but also the club/organization represented at the conference.
  - Conferences may also serve a programmatic function.
- B. The allocation from the day trip/overnight trip fund may not exceed \$1,500.00.
- C. Off campus day trips funding will be allocated according to the percentage scheme provided by the AAC day trips forms.
- D. Conference funding will be allocated in accordance to SA financial policy, as outlined below. This funding is subject to change if SA financial policy changes.
- E. Maximum amounts allocated for day/overnight trips or conferences will total \$31 per diem. The following is a breakdown for meal expenses per person per day for funded trips or conferences:
  - Breakfast (if on the road by 7am) – \$7.00
  - Lunch – \$9.00
  - Dinner (if returning after 6pm) – \$15.00
  - Gratuity is included in meal allocations
- F. The maximum amount allocated for lodging shall not exceed \$50 per person per room per night.
- G. The maximum amount allocated for transportation costs will be \$55 per car per way. Maximum amount allocated for requested trips or conferences for travel by personal automobile will not exceed 75% of the state rate.

## **Section III: Guidelines for requesting Money from AAC**

- A. Procedures
  - i. Obtain a funding request form from the Student Association office (CU 316), on the SA website (<http://sa.geneseo.edu/>) or the AAC Website (<http://geneseo.edu/aac>)
  - ii. The completed form is returned to the Director of Academic Affairs, the SA Administrative Assistant, or the SA Director of Programs, Personnel, and Finances to be signed, dated, and timed. All forms must be turned in to the SA office by the

date set by the Chair at the beginning of the academic year for it to appear on the following Tuesday's agenda.

- a. Academic organizations requesting \$75.00 or less must be received early enough in order to be on the agenda for at least one (1) meeting plus three (3) days prior to the date of the event. All readings less than \$75.00 will be a first and only reading.
- b. Academic organizations requesting \$75.01 to \$500.00 must be received early enough in order to be on the agenda for at least two (2) meetings plus three (3) days prior to the date of the event.
- c. Academic organizations requesting \$500.01 or greater must be received early enough in order to be on the agenda for at least two (2) meetings plus seven (7) days prior to the date of the event.

- iii. As per Robert's Rules of Order, the first reading in a two (2) reading process may be waived by a majority vote of all the members of the General Assembly present and voting.
- iv. Reimbursement cannot be made without proper receipts of incurred expenses. A proper receipt includes the date of purchase, amount spent, name of establishment, and in the case of meals, number of persons served and an itemized list of expenditures.
  - a. If alcohol or other prohibited items are included in a receipt that seeks reimbursement, the entire receipt will be void and reimbursement will not be made.
  - b. All original receipts for the event must be submitted to the AAC Treasurer within fourteen days of the event. If an organization fails to submit the receipts within the timeline, reimbursements will not be made.
    1. Receipts must be organized and totals for each of the organization's expenditures (food, lodging, travel, etc.) prior to submission.
      - a. Failure to do so will result in the penalty of Bad Financial Standing equivalent to one missed meeting.
      - b. Failure to do so will also result in a delay in the issuance of reimbursement checks.
- v. Funding request forms shall include the following:
  - a. Price Breakdown
  - b. Time, date, and location of the event
  - c. Advertisement and publicity for the event (that include SA and AAC logos and/or statements).
  - d. Rationale
  - e. Number expected to attend the event or program. If requesting funds for conferences, a list of attendees is required. The list of attendees should include their academic year and major.

- f. A detailed agenda or itinerary, if applicable.
  - g. Signature from the president of the academic organization.
- B. Requests will not be placed on the agenda if that academic organization is in bad financial standing (Section IV).
- C. Requests shall not be placed on the agenda if the form does not include everything applicable listed in Section III, Part A, Subsection v).
  - i. The academic organization will be contacted no later than Tuesday at 8am on the week of the reading if the e-board encounters any problem with the reading.
- D. Either the requester or requester's designee as written on the drawing fund form must be present for the readings. If the presenter as indicated on the form does not attend the meeting, the reading cannot be passed.
  - i. The requester or designee must be present to explain the program and answer any questions posed by the Executive Board or the General Assembly. The requester should have a fairly extensive knowledge of the event.
  - ii. The requester must be a member of the organization requesting funds.
- E. The following schedule will be used for requests that are greater than or equal to \$1,500:
  - i. Readings that exceed \$1,500 must be submitted within the first nine (9) meetings of the fall semester and the first eight (8) meetings of the spring semester.
- F. One individual may represent only one College and AAC recognized organization.
- G. Any request for funding that requires a contractual agreement must have the contract reviewed by the Student Association President prior to the reading being submitted to AAC. Following approval by the AAC General Assembly, the contract must receive final approval by the SA President.
  - i. Any speakers or presenters brought to Geneseo require a contract, regardless of payment.
- H. Any request for funding that involves fundraisers must have obtained permission from the college prior to the reading being submitted to AAC. All campus fundraising requests must be approved by the Director of College Union & Activities. Any fundraising requests for charity must specify a legitimate charitable organization, as agreed upon by the Director of the College Union and Activities, SA, and AAC, to be approved.
  - i. An organization's budget shall not make any profit from an AAC sponsored fundraiser or event.
- I. Any possibilities for funding not expressly covered by these bylaws shall be addressed at the discretion of the AAC Executive Board and, if necessary, the Student Association Executive Committee.

## **Section IV: Bad Financial Standing**

- A. While still sustaining voting privileges, any academic organizations in bad financial standing shall not be allowed to submit request forms nor shall they have readings passed that have been submitted prior to being placed in bad financial standing.
- B. Bad financial standing shall come into effect for those academic organizations who do not have an AAC representative, or an alternate, present by treasurer's time at the General Assembly meeting.
  - i. Any representative who is not present when treasurer's time is called shall be considered absent from the meeting and their organization will be put into bad financial standing.
  - ii. Any representative, who leaves a general assembly meeting before it is over without prior approval from the Executive Board, shall be put into bad financial standing.
  - iii. Any representative may be excused from bad financial standing under extenuating circumstances and at the discretion of the executive board.
- C. Bad financial standing begins at the first instance of delinquency and lasts for the length of two meetings which the representative is in attendance.
  - i. Each additional absence will add an additional two meetings of bad financial status starting with the second instance of absence, the organization will begin to suffer penalties to future readings, such that every absence after the first absence will result in a reduction of the maximum amount said organization can be granted in future readings by 10% of the original maximum per absence. This penalty is additive, so that an organization with three absences will have a reduction of 20% and so on until the organization cannot request any funding from the AAC until the penalty is lifted.
  - ii. This penalty will carry over to the next academic year.
  - iii. This penalty can be lifted only once the organization has worked itself out of bad financial standing through regular attendance
  - iv. Every two meetings attended after the period of bad financial standing has passed will result in an increase of the maximum amount said organization can be granted in future readings by 10% of the original maximum they were capable of being granted before being penalized, until the full penalty has been lifted. Nothing in this section shall be so construed as to allow a regularly attending organization to be granted more than the maximum amount established by the Academic Affairs Committee
  - v. This penalty can be reduced further at the Executive Board's discretion, if the organization has shown a commitment to the Academic Affairs Committee
    - a. The Executive Board cannot enact the above penalty reduction until the organization has proven its dedication by attending General Assembly Meetings consistently, with no absences. Consistent attendance will be determined by the Executive Board.
- D. If a club is in bad financial standing and another delinquency occurs during the second week of bad financial standing, then the bad financial standing shall continue for an additional week.

- E. Failure to submit a brief report two (2) weeks after an event outlining the use of AAC funds will result in bad financial standing.

## **Section V: Frozen Financial Standing**

- A. If a club does not hold an advisement program as required per the Peer Advisement Program during an academic semester, the club will have a frozen financial standing.
- B. This frozen financial standing will result in a club being unable to request funds for the following semester.
- C. A detailed letter explaining why there was not an advisement program that semester to the AAC Executive Board must then be sent during the first three weeks of the next semester.
- D. This letter will then be put in the next week's agenda as a one week reading for AAC representatives to then vote on whether or not they believe the club should have their frozen financial standing lifted.
- E. If this reading were to fail, the club would have a second chance to remove the frozen financial standing by putting on an advisement program and then submitting a report regarding the program to the AAC Executive Board.
  - i. It is then under their discretion whether to lift the frozen financial standing or not.

## **Section VI: Logo Policy**

- A. Any events which are funded in full or in part by the Academic Affairs Committee must bear the logos of AAC and SA.
  - i. Electronic publicity must bear the statement "Supported by mandatory student activity fees."
- B. Academic organizations receiving funds from AAC are responsible for full awareness of logo policy.
  - i. If this stipulation is not met, then the academic organization in violation will be put into bad financial standing.
  - ii. If advertising occurred before a program received AAC funding, all current and future advertisements for that program must be updated to comply with the AAC by-laws and Student Association Financial Policy.

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