

## **Dutchess Community College Student Government Association**

### **100 - Bylaws**

Version last amended on

#### **101 – Procedure for Amending these Bylaws**

**101.1** – A written resolution to amend the bylaws will first be submitted to the SGA Executive Board for consideration.

**101.2** - The resolution shall then be presented to the senate for consideration.

**101.3** – After referral for one week, the Senate shall vote on the resolution. A 2/3rds vote of the Senate is required for passage.

### **200 - Student Groups Policy**

#### **201 – Procedure for Organizational Recognition**

**201.1** – Pursuant to Article I section 1.01.c. of the SGA Constitution; The Senate is hereby empowered to “charter all student organizations.”

**201.2** – Recognition may be granted to any organization which:

201.2.1 – Submits an interest sheet with the signatures of at least 10 students

201.2.2 – Has a DCC Faculty/Staff member who will serve as an advisor.

201.2.3 – Submits to the Charters and Bylaws Committee a Constitution which shall provide for identification of the following and other additional information deemed necessary.

201.2.3.1 – The Name of the Organization

201.2.3.2 – A statement indicating the purpose(s) of the organization.

201.2.3.3 – Requirements for eligibility for membership, including a provision for removal of members.

201.2.3.4 – The list of officers including their duties and requirements for office, including a provision for removal of officers.

201.2.3.5 – Officer Election Policies

201.2.3.6 – Provision for selecting an advisor, including a provision for removal of an advisor.

201.2.3.7 – Provision for creating and amending Bylaws.

201.2.3.8 – Provision for amending the Constitution.

201.2.3.9 – Provision for the number or percentage for a meeting quorum

201.2.3.10 – A regular meeting schedule, no less than twice a month.

201.2.4 – Have the Constitution approved by the Charters and Bylaws Committee

201.2.5 – Have the Constitution approved by the SGA Senate.

**201.3** – Requests for Club Recognition will not be accepted after the Mid-Semester Recess in the spring semester.

### **300 - Policy for Maintaining Organizational Recognition**

**301.1** – Organizations maintain recognition and access to their budgeted funds by meeting the following requirements:

301.1.1 - Completing a Club Recognition Form each semester.

301.1.2 - Selecting a member of your organization to attend all Student Senate meetings, as a voting member, and be a member of one SGA sub-committee.

301.1.2.1 – Senate members shall not exceed three (3) unexcused absences, per semester or five (5) unexcused for the total academic year or six (6) total per semester or nine (9) total per academic year. Absence from a sub-committee will equal ½ an absence from a Senate meeting.

301.1.2.2 – Pursuant to Article I section 1.21, any Club Representative who violates the attendance policy shall initiate disciplinary action towards the club as a whole. This disciplinary action shall consist of freezing the club's budget.

301.1.2.3 – The procedure to unfreeze a budget is as follows: the club representative must meet with the president pro-tempore with an explanation of absences and the club must attend 3 consecutive meetings before the budget is reinstated.

301.1.3 - Submission of club minutes (typed or handwritten) and attendance sheets (original signatures required) after each meeting.

301.1.3.1 - If the club fails to submit minutes and/or attendance sheets three times during the semester, the club's budget will be frozen and the club will lose its voting rights in SGA until they are handed in.

301.1.3.2 – The Procedure to unfreeze a budget is as follows: the club must submit all outstanding minutes as well as hand in three consecutive meeting minutes/attendance before the budget is reinstated.

301.1.4 - Organizations must maintain an average weekly attendance of at least 7 students to continue to be able to use S.G.A. funds.

301.1.5 - Submission of receipts in a timely manner to the SGA Bookkeeper (1 week after event/trip). This also includes timely submission of vouchers for advances for trips and activities.

**302.1** – Organizations inactive for three (3) semesters or more must resubmit their Constitution follow the procedures described in section 200.2.3. Any fundraising money in the organizations account will be transferred into the General Account.

**302.2** – If an organization reactivates they will be limited to a budget of \$1500 the first semester.

#### **400 - Budget Policy**

##### **401 – SGA Treasurer**

**401.1** – Pursuant to Article II section 2.06 of the SGA Constitution, There shall be a Treasurer who shall be elected by the student body at large.

**401.2** – Pursuant to Article II section 2.07 of the SGA Constitution, The Treasurer shall be the Chief Fiscal Officer of the SGA.

**401.3** - Pursuant to Article II section 2.07 E of the SGA Constitution, The Treasurer shall chair the Budget Committee of the SGA.

**401.4** – The Treasurer has the authority to freeze any organization’s budget for failure to observe any budget policy.

##### **402 – Budget Committee**

###### **402.1 – Purpose and Responsibilities**

402.1.1 – To monitor and ensure fiscal responsibility and integrity within the Student Government Association.

402.1.2 – To review the policies outlined in these bylaws bi-annually and recommend changes. Recommended changes should follow the procedure outline in Section 100.

402.1.3 - To review and approve or disapprove all allocation, reallocation, and fundraising requests.

402.1.4 – During the first week of the spring semester, review all organizations and determine access to contingency budgets.

**402.2** – In the event that the Budget Committee is not in session, the following procedure will apply to all budget requests:

402.2.1 – Budget requests will be made directly to the SGA Treasurer

402.2.2 – The SGA Treasurer will bring the budget request before the SGA Executive Board.

402.2.3 – The SGA Executive Board will vote for approval or disapproval.

402.2.4 – If approved the budget request will be brought to the Senate for consideration. If the Senate is not in session, the decision of the Executive Board will be final.

402.3.5 – If disapproved, the budget issue may be resubmitted to the Budget Committee once in session.

### **403 – Organizations Budgets**

**403.1** – Recognized organizations have the option of receiving a budget from the SGA.

**403.2** – Budgets are submitted in the spring for the following academic year.

**403.3** – Budgets are to be prepared using a detailed line item format.

**403.4** – Individual Budgets will be reviewed by the Budget Committee. The Budget Committee will then meet with each club to revise and approve each budget.

### **404 – Budget Guidelines**

**404.1** – Meal allowances for organizations are:

Breakfast	\$6.00
Lunch	\$7.00
Dinner	\$8.00

**404.2** – Lodging subsidy will be \$40.00 per student per night and \$150.00 per advisor per night.

**404.3** – Honorariums may be given out by organizations. There is a \$25.00 limit for each honorarium. There will be a limit of two honorariums per semester.

**404.4** – Supplies can be obtained from the Student Activities Office. There is no need for organizations to budget for them.

**404.5** – Transportation should consist of the use of college vans, when possible.

**404.6** – Publicity is provided by the Student Activities Office. There is no need for organizations to budget for them.

### **405 – Allocations and Reallocations**

**405.1** – Definitions

405.1.1 – An allocation is a request for additional funds not currently in your budget.

405.1.2 - A re-allocation is the transfer of money from one line item to another.

**405.2** – Procedures for allocations and reallocations.

405.2.1- A maximum of three (3) allocation/ re-allocations are allowed per semester.

405.2.2 - Pick up and fill out an allocation/reallocation form from Student Activities, or available online through the club page.

405.2.3 – The Allocation/Reallocation form along with a justification letter, copy of the old budget and a copy of the new budget should be returned to the Student Activities Office three (3) weeks before the money is needed.

405.2.4 – Sign up for a time to meet with the budget committee. All paperwork must be submitted at least 24 hours before the budget meeting.

405.2.5 – A representative must be present at the budget committee meeting for consideration.

405.2.6 – If the Budget Committee approves the request it will be forwarded to the Senate for consideration.

405.2.7 - A representative must be present at the Senate meeting for consideration.

405.2.8 – Once the Senate approves the request it will be forwarded to the Vice President and Dean of Student Services and Enrollment Management for approval

405.2.9 – Once the Vice President and Dean of Student Services and Enrollment Management has signed off on the request the organization will have access to the funds.

405.2.10 – Once the above conditions have been met organizations must follow the procedures in section 406 to access the funds.

## **406 – Accessing Organizations Funds**

### **406.1 - Vouchers**

406.1.1 – Vouchers are used to reimburse for purchases already made or to make a payment directly to an organization.

406.1.2 - Pick up and fill out a Voucher form from Student Activities, or available online through the club page.

406.1.3 – Vouchers must have the following signatures: Club Officer, Club Advisor, SGA Treasurer, SGA Bookkeeper, and Director of Student Activities.

406.1.3.1 – In the event that any of the signatories is unavailable the Student Activities Office will keep a list of approved alternate signatories.

406.1.4 – Return the complete Voucher form to the Student Activities Office with supporting materials (receipts, letters, ETC.). Vouchers must be submitted at least two weeks before the money is needed.

406.1.5 – A check will be processed and sent to the recipient indicated or held in the Student Activities Office or pick up. No Voucher will be processed that would overspend an organizations budget.

## **406.2 – Cash Advances**

406.2.1 – Cash Advances occur when an organization requests funds before an event or trip. Cash advances are used to pay expenses related to a particular event or trip. An organization can obtain a check for the entire amount of the budgeted line item.

406.2.2 - Pick up and fill out a Voucher form from Student Activities, or available online through the club page.

406.2.3 - Return the complete Voucher form to the Student Activities Office with “Advance” written in the “Description of Item or Services” section along with the date of the event or trip and a list of items the money will be used for. Cash Advance requests must be submitted at least two weeks before the money is needed.

406.2.4 – Cash Advance checks can only be made out to an advisor.

406.2.5 - A check , along with a Advance Expense Sheet, will be processed and sent to the recipient indicated or held in the Student Activities Office for pick up. No Cash Advance will be processed that would overspend an organizations budget.

406.2.6 - After the organization has made its expenditure, they must then submit receipts to the SGA Bookkeeper and fill out a cash advance expense sheet. All remaining money must also be returned to the SGA bookkeeper. All paperwork and money must be returned to the SGA bookkeeper within 7 days of the event. All monies must be accounted for. Failure to do so will result in the club’s budget being frozen.

406.2.7 – If any club fails to follow these policies, the club will not be eligible for any further cash advance.

## **407 – Deficit Spending Policy**

**407.1** – No organization shall overspend the budget.

**407.2** – In the event that an organization spends more than it was allocated in its regular budget lines, the organization’s budget will be frozen and the organization will be responsible to repay this money to the SGA.

407.2.1 – If there are sufficient funds in the organization’s fundraising account those monies will be used to settle the deficit.

407.2.2 – If the organization’s fundraising monies are used and a deficit remains, however, the remaining deficit must be repaid through additional outside sources. An allocation request will not be considered an option.

407.2.3 – If only one line is overspent, a reallocation request may be used to eliminate the deficit.

407.2.4 – In the event that the organization owes more than they have in their total budget, the club will have until the end of the academic year to rectify the situation. If the organization does not raise the money by the deadline, the organization will be declared inactive.

407.2.5 - Any budget requests will not be considered until all the other conditions of this policy have been met.

#### **408 – Fundraising Policy**

**408.1** - Organizations will be allowed to raise funds on a limited basis. They will be permitted to hold two (2) fundraising activities each semester.

**408.2** - All income collected must be deposited in the organization's fundraising account and accumulated throughout the year.

**408.3** – As per SUNY Policy, Organizations cannot donate any portion of their budgets directly to charitable organizations. All charitable donations from organizations must be as a direct result of approved fundraising activities.

**408.4** - Organizations may raise funds to supplement the organization's budget or for a specific purpose.

#### **408.5 – Procedure for Fundraising**

408.5.1 - Pick up and fill out a Fund Raising Request form from Student Activities, or available online through the club page.

408.5.2 - Return the complete Fund Raising Request form to the Student Activities Office and sign up to meet with the Budget Committee at least three (3) weeks before the fundraiser.

408.5.3 - A representative must be present at the budget committee meeting for consideration.

408.5.4 - If the Budget Committee approves the request it will be forwarded to the Senate for approval.

408.5.5 - A representative must be present at the Senate meeting for consideration.

408.5.6 - Acceptance or denial of the fundraising proposal will be based on the vote of the Student Senate.

408.5.7 - Fundraising activities must be supervised by the club advisor. The advisor will be responsible for seeing that monies collected from the fundraising event are properly accounted and turned in to the SGA Bookkeeper.

408.5.8 – Money fundraised must be turned in daily to the Student Activities Office.

## **500 – Election Policy**

**501** – The Student Government Association will conduct elections for President, Vice President, and Treasurer in the spring semester.

501.1 – Candidates for President and Vice President shall be a full time student, in good academic standing, with a minimum CPA of 2.5.

501.2 – Candidates for Treasurer shall be a student, in good academic standing, with a minimum CPA of 2.5.

501.3 – President, Vice President and Treasurer shall serve for a one year term beginning one day after Commencement of the year of election, and shall continue in that office until the day of Commencement immediately following. The term of the Student Trustee shall commence on July 1 of the election and terminate on June 30 of the following year.

501.4 – All elected positions may only be elected once every two years.

501.5 - Should any elected person fail to meet with these qualifications at any time during their term, a vacancy shall be deemed to exist in that office.

## **502 – Election procedures**

502.1 - Election packets, for students who wish to declare their candidacy, will be available in late February.

502.1.1 – Each packet will contain information sheet to be read and initialed, a petition to be filled out and signature sheets.

502.1.2 – Each candidate will return the petition, this petition must contain at least a total of one hundred (100) unduplicated signatures of currently registered students, a biography, and platform. The candidate's biography and platform must be emailed to the SGA Administrative Assistant.

502.1.3 - The deadline for submission of the completed packet will be determined each semester and printed clearly on the election information packet. All information must be submitted by this deadline.

502.1.4 – The Chief Justice will review all materials within three (3) days. Once the Chief Justice has determined all of the submitted material is valid, they will contact the candidate with permission to start campaigning.

502.2 - Names will appear on the ballot in the order in which the completed packet is handed into the Student Activities Office.

## **503 – Election Rules**

503.1 – Elections will be held in early April.

503.2 - Each candidate will be responsible for their own publicity.



503.2.1- Publicity materials may not be made on school computers or with assistance from any person employed by Dutchess Community College.

503.2.2 - You must finance all materials by yourself.

503.3 - Publicity items may only be displayed in the appropriate places on bulletin boards in each building on campus.

503.3.1 - No publicity items may be distributed or hung in the Library.

503.3.2 - Publicity may not be put on privately owned property of students, (i.e.cars, notebooks, etc.)

503.3.3 - Appropriateness of the publicity will be left to the discretion of the Chief Justice and/or the Student Activities Office.

503.3.4 The Student Activities Office must stamp all relevant publicity items before being displayed.

503.3.5 The candidates will give a stamped copy of your posters, plus any other publicity materials to the Chief Justice before they are distributed.

503.3.6 Publicity items may not be displayed or distributed before the chief Justice makes confirmation of petition approval and has approved publicity items.

503.3.7 Publicity items may not be left in quantity on tables.

503.3.8 Publicity items may include (but not limited to) posters, handbills, pamphlets, etc.

503.4 - The election commission will remove ALL publicity 12 – 24 hours before the election. The commission holds NO responsibility for the safekeeping of publicity materials.

503.5 - No campaigning will be allowed on the days that the polls are open.

503.6 - If elected, you will serve a 30-day internment period to further learn your office.

503.7 - You must be enrolled at DCC for the spring semester in order to run. If at anytime you withdraw from DCC you will be expected to resign from your office, or "ELECT" status.

503.8 – The Chief Justice of the Student Government Association shall monitor all aspects of spring elections.

#### **504 – Election Violations**

504.1 – Any election violations must be submitted in writing to the Chief Justice of the SGA or the Director of Student Activities before 5:00 p.m. two (2) business days after the elections have ended. Any violations received after this time will not be accepted.

504.2 – The Chief justice will investigate and rule on the violation within three (3) business days. The decision of the Chief Justice is final.

## **600 – Judicial Policies**

**601** – The Student Court shall be the Judicial Branch of the SGA

### **602– Organization**

602.1– The Student Court shall be made up of:

One (1) Chief Justice – who shall be the spokesperson for the court and Judicial Branch of the SGA.

Four (4) Associate Justices who shall hear all cases that come before the Student Court and render decisions.

### **603 – Purpose and responsibilities**

603.1 – The Student Court shall be the arbiter of all disputes arising under the SGA constitution, its By-laws, and college rules and regulations related to them. The court shall render all decisions in writing to the President of the SGA, the Student Senate, any student litigant, and the President of the College.

603.2 - Hold Court hearings of all contested tickets given by DCC Security.

603.3 – Maintain a written record of cases heard and their verdicts.

603.4 - Act as the impeaching body for the SGA except for the impeachment of members of the Judicial Branch.

603.5 - The court shall establish all rules necessary for its function as long as they conform to the SGA constitution and applicable By-Laws.

### **604 – Judicial Procedures**

604.1 – All conflicts raised under the Court’s jurisdiction shall be decided by the Student Court with the exceptions previously noted. To file for a hearing and/or judgment of this body shall require the plaintiff to file a petition which consists of:

604.1.1 – The fact according to the plaintiff.

604.1.2 – The course of actions resulting in the violation.

604.1.3 – the Remedy being sought.

604.2 – The Court shall issue a motion of petition to the defendant who shall answer the petition of the plaintiff.

604.3 – The defendant may motion for dismissal of a case either at the hearing or before.

604.4 – Grounds for dismissal:

604.4.1 – The Court has no jurisdiction

604.4.2 – The case is moot

604.4.3 – The plaintiff has no standing

#### 604.5 – Statute of Limitations

604.5.1 – A plaintiff must seek remedy no later than the end of the semester in which the violation has taken place.

604.5.2 – Limitations for election appeals are 2 business days after the election.

#### 604.6 – Hearing Procedures

604.6.1 – There must be at least three (3) Associate Justices present to hear a case.

604.6.2 – The Court may set time limits on oral arguments if they deem necessary.

604.6.3 – The Justices may ask questions at any point during the hearing.

604.6.4 – There shall be no jury trials.

604.6.5 – Affidavits and written or oral testimony shall be accepted at hearings.

604.6.6 – Any action by anyone who violates decorum and proper behavior in the hearing may be found in contempt of court and shall be properly removed.

#### 605.6 – Decisions

605.1 – A decision of the Court shall be issued, in writing, no later than 10 business days after the hearing.

605.2 – Copies of the decision shall be sent to the following:

The Plaintiff

The Defendant

The Chief Justice

The President and Vice President of the SGA

The Director of Student Activities

The SGA Administrative Assistant

#### 606 – Parking Ticket Appeals Procedures

606.1 – Parking ticket appeals must be submitted no later than the end of the semester in which the ticket was received.

606.2 – Students must fill out the Written Parking Appeal form and submit it to DCC Security.

606.3 – The Student Court will review each Written Appeal Form and render a decision.

606.4 – Students will be notified by mail of the Court's decision.

606.5 – Students may appeal the Court's decision by filing an In Person Appeal Form. An In Person Appeal Form cannot be filed until the student has received a decision based on the Written Appeal.

606.6 – The Court will contact the student to set a hearing date and time.

606.7 – After the court has heard the in person appeal they may take the following actions:

606.7.1 – Confirm the original decision

606.7.2 – Amend the original decision

606.7.2 – Dismiss the case.

606.8 – The decision of an in person appeal is final.

606.9 - In the event that the Student Court is not in session, a parking appeals committee will render all decisions.

#### 607 – Impeachment Procedures

607.1 – Pursuant to Article II, Section 2.09 of the SGA Constitution, In the event that any member of the SGA is charged with any form of misconduct, they will be subject to impeachment.

607.2 – Impeachment proceedings may be instituted by written petition of at least 5% of the student body or 2/3 of the Student Senate.

607.3 – Copies of the petition must be filed with the Chief Justice, SGA President, and SGA Advisor.

607.3.1 – In the case of impeachment of a member of the Student Court, the petition must be filed with the President of the Senate, the SGA President, and SGA Advisor.

607.4 – The Student Court will hold an impeachment hearing to determine the validity of the petition.

607.4.1 – The the case of impeachment of a member of the court, the president of the Senate shall convene an Impeachment Board. The members of the board shall consist of Senate members and the number of members shall be equal to the number of sitting justices.

607.5 – If the Petition to Impeach is approved by a majority vote of The Student Court/Impeachment Board the member of the SGA will be removed from office.

#### **700 – Student Travel Policy**

701 - Trips must be club related, and must be open to all club members.

702 - Each club is only eligible for three day trips per semester and one overnight trip per year. A Club Advisor must escort all trips.

703 - Overnight trips are open to a maximum of 12 students.

704 - The clubs will be allowed to bring only the average number of club attendance on trips.

705 - The Academic Dean's Office should be informed of all field trips at least two weeks in advance.

706 - Regardless of clubs, classes or organizations instructors are required to supply a list of students involved to Security with the approved Field trip form. Students must be affiliated with a college chartered organization and be currently registered.

707 - There cannot be any trips schedule for the time period following graduation until the first day of fall semester classes.

#### 708 – Lodging

708.1 - Each student will be allowed a subsidy of up to \$40.00 per night for hotel accommodations. This subsidy should defray the cost of a hotel room almost completely if club members book three/four per room.

708.2 - One faculty advisor who is escorting the trip will be funded for a single room not to exceed \$150.00.

#### 709 – Transportation

709.1 - When possible, college vans should be used. The faculty advisor should schedule the vehicle through the Security Office (Phone: 431-8070) by filling out a van/field trip form. Clubs do not need to budget for gasoline expenses when they use the college vans. A gasoline credit card will be provided for each club which will cover fuel costs.

#### 709.2 - Vehicle Use Procedures

709.2.1 - College Vehicles are defined as any vehicles owned, leased, rented, or loaned which are used to transport people and/or cargo.

709.2.2 - The College has four vans available for approved college trips. Vans may be used when there are three or more travelers; use is restricted to a 150 mile radius. Trips outside of this radius and state will require approval from the Dean of Administration. Vans are for passenger use only and the seats may not be removed. All gas receipts must include the name of the purchaser and the vehicle license plate number.

709.2.3 - All vehicle reservations must be made on the 'Request for Approval of Field Trips' form and received by the College Security Department at least two weeks prior to the date of the trip. It is the Department's responsibility to insure that all required paperwork is in order upon request and prior to leaving.

#### 709.3 - Authorized Driver - Requestors of van(s) must meet the following criteria:

709.3.1 - Person(s) driving must be a college employee, 18 years or older.

709.3.2 - Must have a valid driver's license in good standing, attended a CDL class and current with defensive driving class.

709.3.3 - First time drivers must submit copies of license, CDL and defensive driver certificate to the security department two weeks prior to trip.

709.3.4 - Renewal of defensive driving certificate is the responsibility of the driver.

709.3.5 - Upon receiving renewal of driver license a copy must be provided to the security department.

709.3.6 - Security reviews records of driver(s) on file upon receipt of the approved field trip form.

709.3.7 - Driver(s) must agree to abide by all appropriate laws (V and T, DOT, etc.) or failure to do so may cause delay in the trip.

709.3.8 - Driver(s) who are transporting children under the normal college age must be 21 or older and if transporting seven or more children must have a valid New York State class 2 driver's license.

709.3.9 - Providing transportation to hitchhikers is prohibited.

## **800 – Events Policies**

801 – All events must be scheduled through the Scheduling Office, by filling out a Facilities Request Form.

802 – All Fundraising events must first have the approval of the Budget Committee and the SGA.

803 – Events scheduled on nights or weekends must have a completed Advisor's Event Consent Form on file.

804 - All club events should be advertised on campus through flyers, posters, Dutchess Radio, the Chronicle student newspaper, Schedule of Events, myDCC, The Student Activities facebook page and the D.C.C. TV monitors.

805 – Posting Policy

805.1 Posters and notices describing activities, events, and other general information may be placed on bulletin boards assigned by the Student Activities Office. All such posters, however, must have the approval of the SAO.

805.1.1 - All posters, table-tents, handouts and advertisements MUST be approved by the Student Activities Office, located in Dutchess Hall, 201.

805.1.2 - Only specific bulletin boards designated for general posting may be used.

805.1.3 - Posters, notices, handbills, painted or chalked notices, etc. may not be attached or applied to waste receptacles, trees, walls, surfaces, windows, roads, lampposts or vehicles.

805.1.4 – Poster may be no bigger than 8 ½ X 11.

805.1.5 - Only one poster is permitted per bulletin board. There will be a maximum limit of 15 posters approved, not to exceed the number of bulletin boards that allow general posting.

805.1.6 - One copy of each flyer must be submitted to the Student Activities Office, for their records.

805.1.7 - Handouts may not be left on tables, chairs or benches. In an effort to decrease litter and to ensure fairness, a limit of 500 handouts has been set. (This includes quarter-sheet handouts, not to exceed 125 pages, for 500 total handbills.)

805.1.8 - Approval of fliers is at the discretion of the Student Activities Office.

805.1.9 - Posters found improperly posted or in conflict with these rules and policies will be removed.

805.1.10 - Bulletin Boards are primarily for school use. Outside organizations will be approved on a limited basis.

805.1.11 – The Student Activities Office reserves the right to refuse posting privileges to any organization/person who violates the posting regulations.

## **900 – Ethics Policy**

901 – Any and all Student Government Association Members shall adhere to the following Ethics Policy.

901.1 – Act with integrity, including being honest and candid while maintaining a work and business climate fostering such standards and the confidentiality of Student Government Association information where required.

901.2 – Observe, fully, applicable governmental laws, rules, and regulations.

901.3 – Observe, fully, the guidelines set forth in the Dutchess Community College Campus Code of Conduct.

901.4 – Comply with the requirements of applicable Student Government Association policies in the maintenance of a high standard of accuracy and completeness in the Student Government records.

901.5 – Adhere to a high standard of business ethics and not seek competitive advantage through unlawful or unethical practices.

## **1000 – Alcohol/Drug Policy**

1001 – Dutchess Community College is a dry/clean campus. The possession of alcohol/drugs is prohibited.

1002 – No club meetings, events, fundraisers, trips, etc. may have alcohol or drugs of any kind present.

1003 – Club/Student activities funds may not be used for the purchase of alcohol or drugs of any kind.

### **1100 – Hazing Policy**

1101 – Hazing in any form is strictly prohibited.

1102 – Hazing is considered an interference with personal liberty, and includes any act of domination by any students over another which may lead to physical or emotional harm.

1103 – Hazing involving forced participation for the purpose of initiation or affiliation with any organization is specifically prohibited.

### **1200 – Freedom of Expression**

1201 – Students have, within the law, right of free expression and advocacy.

1202 – The SGA seeks to encourage and preserve freedom within the entire college, within the guarantees of the law.

1203 – The right of free expression must be exercised responsibly and without depriving the rights others.

### **1300 – Social Media Policy**

1301 – Dutchess Community College recognizes that student organizations may use various online media to communicate, promote, and inform others about their organization, services, and activities.

1302 – Organizations choosing to use online services need to be aware that they are using the college's name and that can impact the reputation of individuals, the organization, and the college.

1303 – To maintain positive interactions and to uphold ethical standards, the following policies must be complied with when representing a student organization of Dutchess Community College:

1303.1 – Language – The following are considered unacceptable when using social media:

1303.1.1 – Vulgar or profane language.

1303.1.2 – Obscene, defamatory, inaccurate, or hostile posts.

1303.1.3 – Offensive terms/phrases or photographs that disrespect individuals or groups based on race, color, national origin, ancestry, gender, religion, age, disability or sexual orientation.

1303.2 – Respect – Users should be free to discuss topics and disagree with one another in a respectful manner. The following are considered to be unacceptable behavior: threats, bullying, hate speech, slander, or personal attacks.

1303.3 – Legal – Individuals are responsible for the content they publish.



1303.3.1 – Avoid posting copyrighted material - Copyright Law - "Copyright, a form of intellectual property law, protects original works of authorship including literary, dramatic, musical, and artistic works, such as poetry, novels, movies, songs, computer software, and architecture. Copyright does not protect facts, ideas, systems, or methods of operation, although it may protect the way these things are expressed."

1303.3.2 – Confidentiality – Do not post confidential or proprietary information about Dutchess Community College, its students, faculty, staff or alumni.

1303.3.3 - Observe, fully, the guidelines set forth in the Dutchess Community College Campus Code of Conduct.

1303.4 – Accuracy and Timeliness – Posts, responses, and other interactions should be done in a timely manner with accurate information. Date or non-relevant information should be removed in a timely manner.

1303.5 – Student organizations who fail to comply with these policies risk the loss of their budget and suspension of their organization's privileges.