# Table of Contents

Article I Legislative Branch ................................................................. 4
  Section 1: Membership ................................................................. 4
  Section 2: Qualifications of Academic & Community Senators ................. 5
  Section 3: Duties of Senators & Voting Representatives .......................... 5
  Section 4: Duties of Non---Voting Representatives ................................ 6
  Section 5: Voting ........................................................................ 6
  Section 6: Removal from Office ..................................................... 7
  Section 7: Senate Committees ......................................................... 8
  Section 8: Senate Confirmation of Executive Appointees .......................... 8
  Section 9: Election of Senate President---Pro Tempore ............................ 8
  Section 10: Compensation ............................................................. 9

Article II Executive Branch ............................................................... 9
  Section 1: Membership ................................................................. 9
  Section 2: Qualifications ................................................................ 9
  Section 3: Duties ......................................................................... 10
  Section 4: Removal from Office ..................................................... 14
  Section 5: Executive Committees .................................................... 14
  Section 6: Succession .................................................................. 17
  Section 7: Compensation for the President, Vice President, and Finance Director ..................................................... 17
  Section 8: Compensation for Remaining Cabinet Members ..................... 17
  Section 9: President’s Roundtable ................................................... 18

Article III Elections ........................................................................ 18
  Section 1: President and Vice President .............................................. 18
  Section 2: Academic Senators .......................................................... 18
  Section 3: Community Senators ........................................................ 19
  Section 4: Major Student Organizations ............................................. 20
  Section 5: General Requirements ..................................................... 20
  Section 6: Write---In Candidates and Votes ....................................... 21

Article IV Senate Meetings ............................................................... 21
  Section 1: Method of Assembly ....................................................... 21
  Section 2: Frequency of Meetings ..................................................... 21
  Section 3: Rules of Order ................................................................. 21

Article V Impeachment .................................................................. 21
  Section 1: Grounds for Impeachment ............................................... 21
  Section 2: Impeachment Process ....................................................... 22
  Section 3: Removal ..................................................................... 22

Article VI Filling of Vacancies .......................................................... 22
  Section 1: Temporary Vacancy in the Legislative Branch ....................... 22
  Section 2: Temporary Vacancy in the Executive Branch ....................... 22
  Section 3: Permanent Vacancy in the Legislative Branch ...................... 22
  Section 4: Permanent Vacancy in the Executive Branch ....................... 23
  Section 5: Simultaneous Vacancies in the Executive Branch ................. 23
  Section 6: Vacancy in the Legislative Branch due to Co---op .................. 23
Article VII Financial Procedures ................................................................. 24
  Section 1: Request for Funds ................................................................. 24
  Section 2: Finance Records ................................................................. 24
  Section 3: Budget ............................................................................. 25
  Section 4: Student Government Expenditures .................................... 25
  Section 5: MSO Pay Structure ............................................................. 25

Article VIII Hazing .............................................................................. 26
  Section 1: State Law .......................................................................... 26
  Section 2: Failure to Comply .............................................................. 26

Article IX Review and Renewal ............................................................... 27
  Section 1: Frequency ........................................................................ 27

Article X Amendments ........................................................................... 27
  Section 1: Origination from the Senate or Executive Branch ............... 27
  Section 2: Originating from the Students .............................................. 27

Article XI Suspension of By---Laws ......................................................... 27

Article XII New Senate Positions ........................................................... 27
  Section 1: New Colleges .................................................................. 27
  Section 2: Other ............................................................................... 28

Article XIII Student Government Logo .................................................. 28

Appendix A: Standing Rules of the Finance Committee ......................... 29
Appendix B: Student Organization Recognition Guidelines ..................... 41
Appendix C: Standing Rules of the Club Review Board ......................... 60
Appendix D: Standing Rules of the Elections Committee ......................... 63
Appendix E: Standing Rules of the MSO Budget Review Process ............. 66
Appendix F: Standing Rules of the Competitive Club Sports Federation .... 70
Article I Legislative Branch

Section 1: Membership

A) There shall be an Academic Senator from each of the following areas:
   College of Applied Science and Technology
   College of Business
   College of Computing and Information Sciences
   College of Engineering
   College of Health Sciences and Technology
   College of Imaging Arts and Sciences
   College of Liberal Arts
   College of the National Technical Institute for the Deaf
   College of Science
   Cross-Registered Students (NTID/ RIT Students)

B) There shall be a voting representative from each of the following
   Representational Student Organizations (RSO):
   AALANA Collegiate Association (ACA)
   Global Union (GU)
   NTID Student Congress (NSC)
   On-Campus Apartment Student Association (OCASA)
   The Association for Commuter Engagement (ACE) ¹
   Residence Halls Association (RHA)
   Student-Athlete Advisory Committee (SAAC)
   OUTspoken

C) There shall be a Senator from each of the following student body
   communities:
   1. The community including all Female students
   2. The community including Students who are members of Fraternity and
      Sorority Life Recognized Greek Organizations.
   3. There shall be one Senator from each of the following student
      class/year levels as defined by the Registrar’s office:
         Freshman (Year Level 1)
         Graduate

D) There shall be non-voting representatives from the following Student Service
   Organizations (SSO):
   College Activities Board (CAB)
   Reporter
   WITR

¹ To be reviewed by Student Government during Spring Semester 2014
E) There shall be a non-voting representative from each of the following RIT Governance Groups:
   Academic Senate
   Staff Council

**Section 2: Qualifications of Academic & Community Senators**

A) Shall have cumulative grade point averages of a 2.3 or better, be in good academic standing and must not be subject to current disciplinary probation.

B) Shall be full time, matriculated students.

C) Shall be elected according to the provisions set forth in Article III.

D) Shall be members of the constituencies, which they represent at the time of election or appointment, with the exception of an RIT Undergraduate Student preparing to enroll in a Graduate Program and take the office of the Graduate Senator the following year.

E) Shall have attended Rochester Institute of Technology for at least one semester as recognized by the Institute at the time of election or appointment, with exception of the Freshmen Senator.

F) Shall attend classes at least two semesters on the RIT campus during the term of office.

**Section 3: Duties of Senators & Voting Representatives**

A) Shall serve as liaison between Student Government and their constituencies.

B) Shall attend all Student Senate meetings.

C) Shall vote on all Student Senate issues.

D) Shall meet semesterly with their constituents. This includes, but is not limited to, town hall meetings, coffee breaks and office hours.

E) Shall meet with their dean or advisor on at least a bi-semesterly basis to represent their constituents’ interests.

F) Shall make timely reports to their respective constituencies.

G) Shall elect, through a plurality vote, a President-Pro Tempore to act as Chair of the Senate in the absence of the Vice-President.

H) Shall, to the best of their ability, represent the interests of their constituencies.

I) Shall confirm all appropriate Executive appointments.
J) Shall have the ability to override a Presidential veto by a two-thirds majority of the Senate attendance.

K) Shall determine, through a plurality vote, a Chair of the Senate in the absence of the Vice-President and the President-Pro Tempore.

L) Shall be required to serve on a minimum of one Institute committee per semester assigned by the Chair of the Senate.

Section 4: Duties of Non---Voting Representatives
A) Shall serve as liaison between Student Government and their constituencies.

B) Shall attend all Student Government Senate meetings.

C) Shall meet semesterly with their constituents. This includes, but is not limited to, town hall meetings, coffee breaks and office hours.

D) Shall meet with their advisor on a bi-semesterly basis to represent their constituents’ interests.

E) Shall make timely reports to their respective constituencies.

F) Shall, to the best of their ability, represent the interests of their constituencies.

G) Shall be required to serve on a minimum of one Institute committee per semester assigned by the Chair of the Senate.

Section 5: Voting
A) Quorum
   1. Two-thirds of the elected voting body must be present to achieve a quorum for the transaction of business.
   2. Once a quorum is present to conduct business, it shall not be broken by the subsequent withdrawal of any Senator.

B) Voting Authority
   1. All resolutions presented before the Senate shall pass by simple majority unless otherwise specified in the Charter, By-Laws, or Robert’s Rules of Order, Newly Revised or subsequent revisions.
   2. Each senator and RSO shall have one vote.
   3. The Vice President shall have the right to vote only to break a tie.
   4. In the absence of the Vice President, the President Pro-Tempore who assumes the role as chair of the Senate and shall lose his/her vote as Senator and gain the Vice President’s tie-breaking vote. The vacant position of the Senator assuming the role of the Chair of the Senate shall be filled by a member of said Senator’s constituency.
5. All voting must take place at a meeting open to the public unless otherwise specified by these bylaws.
6. With the exception of a vote of removal from office, all votes must be taken on an open ballot.
7. There shall be no absentee voting of any kind.
8. Each Senator shall be eligible to vote on any issue in compliance with Standing Rules and procedures of the Senate.

C) Delegation of Vote
   1. Senators shall have the right to delegate their vote to a member of his/her constituency.
   2. Any person stated as carrying a vote for a Senator must present written verification of that fact. This verification process may be waived at the discretion of the chair of the Senate.

D) Voting Session
   1. The voting session of the Student Senate shall be during the normal Institute academic term. No vote may be conducted during Institute recess. Voting sessions shall not be declared during summer term.

E) Vote Tallying
   1. Simple Majority: the measure shall be passed if more than one-half of the voting body, not abstaining, vote in favor of it.
   2. Two-thirds Majority: the measure shall be passed if two-thirds or more of the voting body present during quorum count vote in favor of it.
   3. Plurality: the measure which receives the most votes shall be passed.

Section 6: Removal from Office
A) No member of the Senate shall be absent from more than three meetings of the Senate during the school year without submitting acceptable reasons for said absences to the Chair of the Senate. The excuse should be submitted before that meeting for which the person expects to be absent, but will not be accepted later than the next regularly scheduled meeting following the absence.

B) Any member shall be eligible for removal from the Senate for being absent from three meetings per year without sufficient reason and failing to delegate his/her seat.

C) A member may be removed from office for subsequent failure to meet qualifications and duties for holding a Senate position.

D) A member who is late to meeting without an excuse will be counted as absent.

E) A member may be removed from office in accordance with impeachment proceedings as defined in Article V.
Section 7: Senate Committees
A) The Senate shall have the power to establish committees as it sees fit, both standing and ad hoc.

B) The chair of all committees shall be a Senator or an individual who has been nominated by the Senate.

C) Committee chairs shall be approved by a majority vote of the Senate.

D) Committee members shall be chosen in a manner deemed appropriate by the committee chair unless otherwise specified by the Senate.

E) The Senate shall have the authority to choose a new committee chair from the committee members, should the original chair be unable to continue in his/her role for any reason.

F) Committee chairs shall report the progress of the committee periodically to the Senate.

G) All committees shall be recommending bodies, unless otherwise designated by a majority vote of the Senate.

Section 8: Senate Confirmation of Executive Appointees
A) The appointee shall be introduced to the Senate at a regularly scheduled meeting.

B) The appointee shall present a written resume of past experience and future goals 48 hours prior to a regularly scheduled meeting.

C) The appointee shall discuss his/her merits, experience, and goals for the position.

D) The appointee shall address appropriate questions or concerns from the Senators.

E) The appointee shall be confirmed by a majority vote of the Senate.

Section 9: Election of Senate President---Pro Tempore
A) Nominations shall be made no later than the second Senate meeting of the Fall Semester.

B) The nominees shall discuss their merits and experience.

C) If there is only one nominee, he/she shall be elected by a majority vote of the Senate.
D) If there is more than one nominee, the President-Pro Tempore shall be the nominee who receives a plurality of votes.

E) The position of President-Pro Tempore shall reside in the name of that Senator and not in the office of the Senator.

Section 10: Compensation
Senators may be compensated for a minimum of 4 hours and up to 10 hours of Student Government related service per week at the current stipend level set in conjunction with the Student Employment Office. These hours will be subject to verification by the Administrative Advisor signing off on the time sheets. Any discrepancies will be referred to the Cabinet. The Administrative Advisor will have final approval to question the Senator and/or modify the time sheet if a discrepancy cannot be resolved by the Cabinet. The President and Vice President reserve the right to recommend compensation be withheld due to a failure in meeting the duties as prescribed in these bylaws.

Article II Executive Branch

Section 1: Membership
President
Vice President (Chair of the Senate)
Director of Clubs & Organizations
Director of Student Relations
Director of Finance
Director of Services
Director of Programming
Director of Public Relations

Section 2: Qualifications
A) President & Vice President
1. Shall have completed at least three semesters at Rochester Institute of Technology as recognized by the Institute.
2. Shall have a cumulative grade point average of a 2.3 or better, be in good academic standing and must not be subject to current disciplinary probation.
3. Shall be a full time matriculated student.
4. Shall be elected as described in Article III.
5. Shall attend classes at least two semesters on the RIT campus during the term of office.

B) Remaining Cabinet Positions
1. Shall have completed two semesters at Rochester Institute of Technology as recognized by the Institute at the time of appointment.
2. Shall have a cumulative grade point average of a 2.3 or better, be in good academic standing and must not be subject to current disciplinary probation.
3. Shall be a matriculated student paying Student Activities Fees.
4. Shall be appointed by the incoming President and confirmed by a Senate majority vote.

Section 3: Duties

A) President
1. Shall oversee operation of the Office Manager and cabinet appointees
2. Shall be the Executive Officer of the Student Government and must authenticate, by signature, all acts, orders, and procedures of Student Government, and has the power to delegate that authority.
3. Shall be responsible for the continual updating and revision of the Student Government operations, Charter, and By-Laws and shall have the authority to delegate that responsibility.
4. Shall interview and appoint the Cabinet members subject to Senate ratification.
5. Shall chair Cabinet meetings.
6. Shall attend Senate meetings, or shall notify the Chair of the Senate prior to regularly scheduled meetings of the Senate if he/she shall not be in attendance.
7. Shall have veto power over all Senate legislation. If legislation is not vetoed within six working days (not including Institute Recess), it shall be considered approved. A vote of veto shall be in the form of a Letter of Veto to the members of the Senate.
8. Shall be an ex-officio member of all Student Government committees.
9. Shall be entitled to act on behalf and in consultation with the Cabinet.
10. Shall perform all duties necessary and proper to ensure the functioning of Student Government.
11. Shall establish and work on long-range goals for Student Government in consultation with the Senate.
12. Shall be a member of the RIT Institute Council and the Institute Council Executive Committee.
13. Shall work with the Director of Finance to submit an annual budget for the Executive Branch.
14. In the event of permanent absence of the Vice President, the President shall appoint a new Vice President to be ratified by two-thirds vote of the Senate.
15. Shall have the authority to create committees, both standing and ad hoc.
16. Shall be responsible for appointing student representatives to all institute committees and initiatives.
17. Shall be the Student Government liaison to the RIT Administration, faculty, and Board of Trustees.
18. Shall be a member of the Board of Trustees’ Student Life Committee.
19. Shall be a member, or his/her designee, of the Academic Senate.
20. Shall be a member, or his/her designee, of the Staff Council.
21. Shall be a member, or his/her designee, of the Rochester Intercollegiate Council.

B) Vice President
1. Shall assume the duties of the President in the event of his/her absence. In the case of permanent absence of the President, the Vice President shall become President.
2. Shall report to the President.
3. Shall work with the President and the Senate in the establishment of Student Government long-range goals.
4. Shall chair the Student Senate and other meetings deemed appropriate by the Senate.
5. Shall vote only in the event of a tie in the Student Senate.
6. Shall prepare an agenda to be posted at least forty-eight (48) hours prior to each Senate meeting.
7. Shall be a member of the RIT Institute Council.
8. Shall be a member of the Board of Trustees’ Student Life Committee.
9. Shall meet with senators on a regular basis to set, develop, and evaluate their goals.
10. Shall be a member, or his/her designee, of the Rochester Intercollegiate Council.

C) Director of Finance
1. Shall chair the Finance Committee.
2. Shall provide support for all member Finance Directors.
3. Shall serve on the sub-committee for allocation of Student Activities Fees.
4. Shall authenticate, by signature, all financial acts, orders, and procedures of the Executive Branch, Student Senate, and Finance Committee.
5. Shall have the ability to authorize financial acts, orders, and procedures for organizations in the event of an absence of their Finance Director.
6. Shall make a financial report to the President on a weekly basis.
7. Shall oversee distribution of Student Activities Fees Co-sponsorship funds.
8. Shall ensure the review, approval, and implementation of all financial agreements by the Finance Committee.
9. Shall work with the Finance Director to establish budget procedures for clubs recognized by Student Government.
10. Shall investigate opportunities for cost-effectiveness within Student Government.
11. Shall help establish and maintain roll-over, interest, and renewal-replacement budgets.
12. Shall chair the MSO Budget Review committee
D) Director of Programming
1. Shall oversee coordination of Student Government events.
2. Shall make a report to the President on a weekly basis.
3. Shall communicate with the Director of Clubs & Organizations about co-hosting and collaborating on MSO programs.
4. Shall chair a programming committee when necessary for collaboration.
5. Shall provide support for MSO Programming Directors and SG Senators.
6. Shall assist the President and Director of Finance in preparing a budget for the Programming Committee.

E) Director of Public Relations
1. Shall chair and coordinate the Public Relations Team, including but not limited to, the production manager, photographer, and designer(s).
2. Shall be responsible for maintaining and updating all online media outlets.
3. Shall provide support for Public Relations Directors of other student organizations when needed.
4. Shall make a report to the President on a weekly basis.
5. Shall be responsible for regular advertising and promotion of all Student Government events and initiatives.
6. Shall be responsible for marketing Student Government and updating students as to Student Government’s progress and accomplishments.
7. Shall oversee the production of all literature published by the Student Government Executive Cabinet.
8. Shall assist the President and Director of Finance in preparing a budget for the Public Relations Team.
9. Shall assist the President in preparing an Annual Report for distribution to the RIT community.

F) Director of Services
1. Shall be responsible for the distribution of the weekly minutes of all Senate and Cabinet meetings within seventy-two (72) hours following approval.
2. Shall chair and coordinate the Services Team, including but not limited to, the station manager, content manager, videographer(s), web developer, and any system administrators.
3. Shall oversee the Student Government note taker.
   i. Shall maintain record of absences at Senate meetings and shall send absentee reports to the Chair of the Senate.
   ii. Shall record all Senate votes for insertion into the minutes.
4. Shall be responsible for the proper set-up of the Senate meeting facility and coordinate technology support when necessary.
5. Shall maintain all Student Government official documents and policies, with the exceptions noted in the Standing Rules.
   i. Policies include the conference room guidelines, voting application guidelines, wide format printer guidelines, popcorn machine usage, etc.
6. Shall make a report to the President on a weekly basis.
7. Shall oversee all Student Government services, including but not limited to, the voting application, TV station, web site, ride board, lawyer, van service, conference room, readership program, & other technologies.
9. Shall continually investigate the expansion of services Student Government provides to students.
10. Shall assist the President and Director of Finance in preparing a budget for the Services Team.

G) Director of Student Relations
1. Shall represent the student body as a whole by advocating for students and student groups.
2. Shall assist the President and Vice President by attending any meeting that he/she cannot attend.
3. Shall propose changes to improve student rights and improve the quality of life within the RIT student body.
4. Shall serve as the Executive Cabinet’s liaison between students and departmental offices.
7. Shall work with the Director of Programming to organize open forums for students to voice their concerns at least once a semester.
8. Shall be responsible for ensuring student representation is present at committees Student Government participates in.
9. Shall represent University Studies students until the Freshmen Senator is elected.

H) Director of Clubs & Organizations
1. Shall work as a liaison on behalf of the President and the Student Government to the other Major Student Organizations on campus as it relates to team building, communication of events and issues.
2. Shall meet with MSO leaders to establish goals for their respective organizations, which will be presented at the Student Government Leadership Retreat, or to the Senate no later than October 1.
3. Shall meet with MSO leaders to revise goals prior to December 1.
4. Shall meet with MSO leaders during the period of February 1 to March 1, April 1 to May 1, and as needed to assess and document progress of accomplishing aforementioned goals to be delivered in a report to the President.
5. Shall assist the Director of Programming in coordinating MSOs for major events.
6. Shall advocate for clubs by working closely with the Center for Campus Life to make recommendation for change to improve club satisfaction.
7. Shall chair the Club Review Board and work with the appointed Club Review Board Advisor and the Club's Graduate Assistant (Clubs GA) to establish meeting times and agendas.
8. Shall communicate regularly with clubs to address concerns and distribute information.
9. Shall help coordinate information between Event Registration, CCL, and Finance Committee when needed.
10. Shall organize the Presidents’ Roundtable meetings.
11. Shall be a member of the Competitive Sports Club Federation

Section 4: Removal from Office
A) A cabinet member may be removed from office for subsequent failure to meet qualifications for holding an Executive position (Article II, Section 2).
B) A cabinet member may be removed from office by the President, provided a notification of said removal is given in writing to the member.

Section 5: Executive Committees
A) Finance Committee
1. Membership shall consist of the Director of Finance and the financial director from the following organizations: OCASA, ACE, NSC, RHA, Global Union, ACA, CAB, SAAC and WITR.
2. Shall define, maintain, and supervise finance policies for all organizations that receive Student Activities Fees in accordance with Institute policy.
3. Shall make decisions on Requests for Funds.
4. Shall be responsible for preparing, submitting, and maintaining the annual budget of Student Government, CAB, and WITR.

B) Club Review Board
1. Membership shall consist of the Director of Clubs & Organizations and at least four additional members from any existing Student Government recognized club, including one from the following four categories: sports clubs, professional/academic clubs, cultural clubs, and special interest clubs.
2. Members must be in good standing with their respective club. The club must also be in good standing with Student Government.
3. Each member will be allowed one vote.
4. Voting authority is appointed on an individual basis by the President of Student Government with the recommendation of the Director of Clubs & Organizations.

5. Each individual must attend at least one club meeting before being granted voting power.

6. The President must present any appointed voting members in his report at the next senate meeting and senators have one week after candidates are granted voting status to object to an appointment.

7. The Director of Clubs & Organizations will be chairperson and work with the Assistant Director of Campus Life Programs to establish meeting times and agendas.

8. Shall make recommendations to grant or deny recognition to clubs to the Vice President of Student Affairs.


10. Shall make recommendations to the President of Student Government on any Institute policy or procedure that effect clubs at RIT.

11. A quorum is achieved in the Club Review Board with at least four members at a meeting.

12. The Director of Clubs & Organizations will provide a monthly written report to the Senate regarding the Club Review Board’s actions. This report will include any clubs that were recognized, denied, and guidelines or policies that were changed.

13. Shall follow the operating procedures as outlined in Appendix C of these bylaws.

C) Elections Committee

1. Shall be chaired by a student appointed by the Director of Student Relations and confirmed by the Senate through majority vote.

2. Membership shall include senators, cabinet members, or other students, but will not include students campaigning for a Student Government position.

3. Shall be the body overseeing elections for all Student Government positions.


5. Shall set the elections calendar for Student Government pursuant to the Standing Rules of the Elections Committee and these bylaws.

6. Shall oversee the running and closing of elections.

7. Shall receive election packets from candidates and verify eligibility.

8. Shall prepare a report, declare, validate, and advertise winners of Student Government elections.
9. Shall have authority to convene during the elections period to hear grievances regarding the Standing Rules of the Elections Committee.

10. Shall have authority to review the appropriateness of campaign material and solicit action.

11. Shall enforce the Standing Rules of the Elections Committee and determine consequences for violations of stated rules by a majority vote of the Committee.

12. Shall report to the Student Government Senate regarding elections.

13. Veto power of Elections Committee decisions shall reside with the Student Government Senate by a majority vote.

14. Shall consist of no less than 5 (five) but no more than 7 (seven) members including the chairperson, and the election software manager.

15. Shall not conduct business unless a quorum of two-thirds of the Committee's total membership is present.

16. Shall not permit the chairperson to vote except in the case of a tie. In this case the chairperson will cast the tie-breaking vote.

17. Shall require that the individual currently responsible for the elections software (as determined by the Cabinet) be a non-voting member of the Committee.

19. Shall require at least 1 (one) faculty or staff advisor to the Committee. Advisors shall not be considered voting members of the committee.


21. Shall follow the operating procedures as outlined in Appendix D of these bylaws.

22. Shall work in coordination with the Director of Public Relations to outreach to leaders of the various campus constituencies to solicit interest and awareness in the positions open for election.

   A. This list of leaders shall include, but not be limited to, the Deans of RIT, the NTID Election Committee Chairperson, and the Center for Women and Gender.

D) MSO Budget Review Committee
   1. Shall be Chaired by the Director of Clubs & Organizations
   2. Voting members shall include the Director of Finance, three (3) academic senators, one (1) community senator, and two (2)
representatives from Major Student Organizations. No MSO shall hold a seat during its own hearing.


4. Shall meet for the purpose of yearly budget reviews and budget appeals and as needed.

5. The Director of the Center for Campus Life, or an appointed representative, shall act as an advisor to the Budget Committee.

6. Shall follow the operating procedures as outlined in Appendix E of these bylaws.

E) Competitive Sports Club Federation
   a. Members shall include The Student Government Director of Clubs & Organizations, The Club Sports Graduate Assistant, The Assistant Director of Campus Life Programs, The Intramurals Assistant & Club Sports Coordinator, One representative from each of the recognized Competitive Club Sports
   b. Shall recognize all new competitive sports clubs.
   c. Shall be the governing body for competitive sports clubs.
   d. Shall follow the operating procedures as outlined in Appendix F of these bylaws and the Competitive Sports Club Handbook maintained by the Center for Campus Life.

Section 6: Succession
The line of succession to the Presidency shall be:
   President
   Vice President
   President Pro-Tempore of the Senate
   Thereafter, the succession shall be decided upon by the voting members of the Student Senate.

Section 7: Compensation for the President, Vice President, and Finance Director
The President, Vice President, and Finance Director may be compensated for a minimum of 8 hours and up to 20 hours of Student Government related service per week at the current stipend level set in conjunction with the Student Employment Office. These hours will be subject to verification by the Administrative Advisor signing off on the time sheet. Any discrepancies will be referred to the Cabinet. The Administrative Advisor will have final approval to question the cabinet member and/or modify the time card if a discrepancy cannot be resolved by the Cabinet.

Section 8: Compensation for Remaining Cabinet Members
The remaining cabinet members may be compensated for a minimum of 4 hours and up to 10 hours of Student Government related service per week at the current stipend level set in conjunction with the Student Employment Office. These hours will be subject to
verification by the Administrative Advisor signing off on the time sheets. Any discrepancies will be referred to the Cabinet. The Administrative Advisor will have final approval to question the cabinet member and/or modify the time sheet if a discrepancy cannot be resolved by the Cabinet. The President and Vice President reserve the right to recommend compensation be withheld due to a failure in meeting the duties as prescribed in these bylaws.

**Section 9: President’s Roundtable**

A) The presidents of the Major Student Organizations shall be members of an Executive Advisory Board to the President of Student Government.

B) The president of Student Government shall chair this board and the Director of Clubs & Organizations will co-chair this board.

C) The Executive Advisory Board shall meet at least five times per semester.

D) The purpose of this advisory board shall be:
   1. To increase communication and interaction among all these MSOs.
   2. To provide a forum for expression among the executive student leaders of RIT.

E) The Executive Advisory Board shall not have any decision making power over Student Government or any of the organizations represented before the Senate.

**Article III Elections**

**Section 1: President and Vice President**

A) The candidates for President and Vice President shall run on the same ticket.

B) Each team shall gather a number of signatures to be determined by the Standing Rules of the Election Committee from student constituents. These signatures should be turned in to the Chair of the Election Committee by a date set in advance by the Committee.

C) Each voter shall cast, at most, one vote.

D) Voting shall be open to all RIT students.

E) Shall follow the prescribed procedures of the Standing Rules of the Election Committee.

**Section 2: Academic Senators**

A) Each Academic Senator shall, before being elected, gather a number of signatures to be determined by the Standing Rules of the Election Committee from the students enrolled in their college.

B) Each voter may cast, at most, one vote, and only for a candidate within his/her college.
C) Shall follow the prescribed procedures of the Standing Rules of the Election Committee.

Section 3: Community Senators

D) The Senator from the community including all female students shall be elected by a vote of her community’s populous. Each voter may cast, at most, one vote for a candidate.

E) The Senator from the community including all Students who are members of Fraternity and Sorority Life Recognized Greek Organizations shall be elected pursuant to the following guidelines:

1. Each Student in the community will be allowed to cast one (1) vote for the candidate of their choice.
2. Votes will be categorized by chapter; the candidate who receives a plurality vote from a chapter will be awarded one vote on behalf of that chapter.
3. The candidate who receives a plurality vote from the greek chapters shall be elected as the Greek Senator.

F) The Senator from the community including all freshmen shall be elected by the Student Government Senate pursuant to the following guidelines:

1. The election process for the Freshman Senator shall be organized and overseen by the Vice President, who will also collect names and contact information of students interested in the position.
2. No later than week 2 of Fall Semester shall the Vice President present a Freshmen Senator election schedule to be confirmed by senate through a simple majority vote.
   a) Freshmen Senator elections shall be completed no later than week 8 of Fall Semester.
3. The position of Freshman Senator shall be advertised during Fall Semester.
4. All Freshmen Senator Candidates shall be interviewed by a Freshmen Senator Elections Committee, which will be chaired by the Vice President, or his or her designee, as confirmed by the Senate.
   a) The Freshmen Senator Elections Committee must be comprised of members of the Senate and can include other students from the RIT Community.
   b) The Freshmen Senator Elections Committee must include an SG Advisor or their designee.
   c) After interviewing all candidates the committee shall present to Senate up to three (3) nominees for verification.
5. Freshmen Senator elections shall take place during a regularly scheduled Senate Meeting.
a) Each nominee from the Freshmen Senator Elections Committee shall be given equal time to present to the Senate.
b) The Senate shall be given the opportunity to ask questions of each Freshmen Senator nominee.
c) The candidates will be asked to leave the meeting and the Senate shall discuss the candidates and their qualifications.
d) Voting shall take place by open ballot and a plurality vote shall win.

6. The Freshman Senator shall be given equal compensation and a programming budget as defined by Student Government Finance Committee.

7. Freshman Senator responsibilities shall follow Article I Section 3.

Section 4: Major Student Organizations

Major Student Organizations are broken up into two categories; RSO and SSO. MSO representatives shall be elected according to their respective by-laws. No person shall serve on the Executive Board of more than one Major Student Organization at any time. This includes the Student Government Cabinet.

Section 5: General Requirements

A) All elections shall take place during Spring Semester, with the exception of the election of the Freshmen Senator.
   1. In the event that there are zero (0) candidates for an office during the Spring Semester Elections, no election will take place during that semester and a special election will be held for that office in the following Fall Semester, pursuant to the Standing Rules of the Elections Committee and these Bylaws.
   2. In the event that there are zero (0) candidates for an office during a special election held in the Fall Semester, the office will be filled pursuant to Article VI, Section 3.

B) Votes for Senators and the President / Vice-President shall be tabulated by the Elections Committee.

C) All elections shall be held in pre-publicized locations.

D) All elections shall follow Standing Rules and procedures prescribed by the Election Committee.

E) Elected candidates shall assume office one (1) week following the RIT Spring Graduation Ceremony.

F) In the event that there are technical difficulties that restrict a student from being able to vote in an election that he or she should have access to, the Student Government Elections Committee will provide alternative means for the individual to cast their vote.
Section 6: Write-In Candidates and Votes
Elections will allow the acceptance of write-in votes. Votes for write in candidates will be accepted as part of the electoral process. Candidates that mount a write-in campaign will not be afforded the privileges of participating in the debate or having their name placed on the ballot. If a write-in candidate receives more votes than any other candidate he/she will become the elected officer provided that he/she meets the qualifications outlined in Article I Section II or Article II Section II.

If there are no candidates on the ballot for an office during an election period, write-in candidates will not be allowed to receive votes for that office. That ballot will be closed in accordance with Article III Section 5.

The Student Government Elections Committee reserves the right to discount a write-in vote that is in violation of the RIT Student Code of Conduct or is not cast for an RIT student. Additionally, Student Government Elections Committee will make the best effort to interpret all write-in votes and appropriately assign them to the correct RIT student.

Article IV Senate Meetings

Section 1: Method of Assembly
All Senate meetings shall be open and publicized to the RIT community, with the exception of a closed session deemed appropriate by a majority vote of the senate.

Section 2: Frequency of Meetings
The Senate shall meet at least once a week at a regularly scheduled time, excluding Institute recess, winter intersession, and summer term.

Section 3: Rules of Order
In its deliberations, the Student Government shall be guided by Robert’s Rules of Order, Newly Revised and subsequent revisions, unless otherwise specified by the Charter, By-Laws, or the Standing Rules.

Article V Impeachment

Section 1: Grounds for Impeachment
A) An elected member may be impeached for knowingly violating, or permitting others to violate the Charter, By-Laws, or Standing Rules of Student Government.

B) An elected member may be impeached for conduct not consistent with the best interests of Student Government.

C) An elected member may be impeached for violation of the Student Government hazing policy (Article VIII).
Section 2: Impeachment Process
A) Announcement of consideration for impeachment must be made at a regularly scheduled meeting, and written notice given to the accused by the Chair of the Senate, unless the Chair of the Senate is the accused, in which case the Senate shall designate a Senator to notify the accused in writing.

B) The accused shall be given at least one week to prepare a case in his/her defense, unless impeachment is brought up at the last Senate meeting of the semester, in which case impeachment hearings shall be held the first meeting of the subsequent semester.

C) In order to protect the privacy of the individual, deliberation shall be performed in a closed session.

D) The accused shall maintain the right to be present during the closed session.

E) Student Government shall observe all inalienable rights of the accused.

Section 3: Removal
A) A two-thirds vote of the sitting Senate in closed session, taken by secret ballot, is necessary for removal from office.

B) Due notification, in writing from the Chair of the Senate, of the results of this vote shall be served to the accused.

Article VI Filling of Vacancies
Section 1: Temporary Vacancy in the Legislative Branch
A) The Senator shall appoint a member of his/her constituency to act on his/her behalf.

B) If the Senator fails to appoint a member of his/her constituency, the Vice-President shall assume the Senatorial duties of the vacant position.

C) If a Senate seat is vacant for three weeks in a year without just cause, the respective Senator shall be subject to Impeachment (Article V).

Section 2: Temporary Vacancy in the Executive Branch
In the event of a vacancy that is known to be temporary, the President shall assume the duties of the vacant office or shall reserve the right to designate those duties to another.

Section 3: Permanent Vacancy in the Legislative Branch
A) Academic and Community Senators shall be replaced through appointment by the Vice-President, subject to confirmation of the Senate. Notice of vacancies in the Legislative Branch shall be made known through campus-wide
publication in an effort to solicit potential appointees. The Vice President shall be responsible for interviewing prospective Senator Candidates alongside members of the effected constituency, and present up to 3 nominees to Senate for verification.

B) MSO representatives shall be replaced according to their individual organizational by-laws.

Section 4: Permanent Vacancy in the Executive Branch

In the event of any vacancy in the Executive Branch, the President shall appoint a person to fill the vacancy, which shall be subject to ratification by the Senate. In the event of a permanent vacancy by the President, the Vice President should assume the Presidency in accordance with the rules of succession set forth in Article II Section 6 of these by-laws.

Section 5: Simultaneous Vacancies in the Executive Branch

A) In the event of a simultaneous permanent vacancy of the presidency and vice presidency, the Vice President Pro Tempore will assume the presidency. The Senate will be required to elect a Vice President Pro Tempore who will assume the vice presidency.

B) In the event of a permanent vacancy of the presidency and a temporary vacancy of the vice presidency, the President Pro Tempore shall assume the presidency. The Senate shall elect a Vice President Pro Tempore to fill the vice presidency until such time as the elected vice president returns. When the elected vice president returns, he/she will assume the presidency, the President Pro Tempore will assume will assume the vice presidency, and the Vice President Pro Tempore will relinquish his/her position as Vice President.

C) In the event of a temporary vacancy of the presidency and a permanent vacancy of the vice presidency, the President Pro Tempore should assume the presidency until such time as the elected President returns. The Senate shall elect a Vice President Pro Tempore who will assume the Vice Presidency until such time as the elected President returns. At that time, the President Pro Tempore will assume the vice presidency and the Vice President Pro Tempore will relinquish his/her position as Vice President.

Section 6: Vacancy in the Legislative Branch due to Co---op

A) If an Academic or Community Senator is on co-op and is unable to perform his / her duties, the Senator shall nominate a member of his / her constituency to act on his/ her behalf while on co-op. The Senate shall ratify the appointee by a majority vote.

B) If the Academic or Community Senator fails to nominate a member of his / her constituency, he / she can be subject to removal from office as defined in Article V.
C) If the Senate fails to ratify the nominee, the vacant Senatorial position will remain vacant.

Article VII Financial Procedures

Section 1: Request for Funds

A) Any recognized organization under Student Government wishing funds not allotted in their yearly budget must make a Request for Funds to the Director of Finance.

B) All requests must be delivered to the Director of Finance no later than 5:00 pm, six working days prior to the day of consideration.

C) If the request is $500 or under, the request can be granted/denied by the Director of Finance or may be sent to the President. If the request is more than $500, the organization making the request must present their request to the Finance Committee. The organization must be notified at least 24 hours in advance of the time and place of the meeting of the Finance Committee.

D) Should the organization making the request be dissatisfied with the outcome, the organization has four (4) working days to give a one page written appeal to the President. This appeal must be in no later than 5:00 pm on the fourth day.

E) The Director of Finance shall answer the appeal, in writing, stating the position of the Finance Committee in a timely fashion.

F) Each Senator shall be given a copy of the organization’s appeal and the Director of Finance’s reply, as well as the original request.

G) At the next regularly scheduled Senate meeting, the appeal will be addressed. The Senators shall have a vote in this matter. Both the appeal and the Finance Committee’s position shall be given to all Senators in writing. A majority vote shall be taken to grant or deny the request for funds. The decision of the Senate is final.

H) Should the appeal be denied, the decision of the Finance Committee shall stand. Should the appeal be granted, the Request for Funds shall be approved.

Section 2: Finance Records

Upon the request of the Director of Finance, any recognized organization must produce all available financial documents. Failure to do so may result in a loss of recognized status, and a freezing of available funds.
Section 3: Budget
The budget shall be approved by the Finance Committee, based upon recommendations from the Director of Finance.

Section 4: Student Government Expenditures
A) Expenditures from Student Government Cabinet members’ budgets, with the exception of the Programming line, will be proposed to and approved by the Student Government Cabinet and Administrative Advisor. These expenditures will be reported to the Senate within one week.

B) Administrative lines related to salary and benefits will be reviewed by the Student Government Cabinet annually, with final approval by the Administrative Advisor in conjunction with the Personnel Department.

C) Office supplies, Equipment, and Capital Expenditures shall be reviewed by the Office Manager, Cabinet, and Administrative Advisor. Any capital expenses will require the approval of the Student Government Senate.

D) All other expenses shall require the approval of the Cabinet and the Administrative Advisor. The Senate shall be notified of these expenditures within one week.

Section 5: MSO Pay Structure
A) All Major Student Organizations with the exception of CAB shall pay their student employees on a thirty (30) week schedule for the standard two semester academic year, and a ten (10) week schedule for the summer term, if applicable.
   1. The pay dates for these wages shall be determined by the Student Government office and given to the academic advisors at the beginning of each academic year. These dates are locked and are not negotiable.

B) The stipend wages for the top three positions of all MSOs, with the exception of SG and CAB, shall be equal. This will provide for fair and equitable compensation for services rendered amongst all Major Student Organizations, regardless of their budgets.
   1. The top three leaders of each organization shall be determined by their executive board and approved by their respective administrative advisor and the Center for Campus Life (CCL).
   2. The other MSO positions shall be paid at a rate determined by each respective MSO so long as they do not exceed the salary of the top three members. Their pay rates must be submitted for approval by their administrative advisor and CCL.
   3. The College Activities Board is excluded from this pay structure since they are paid hourly. However, they still maintain the right to provide input and vote as a member of the Finance Committee.
4. Student Government is also required to pay their top three positions the same weekly stipend, while all the other members of the cabinet are paid on a separate level.

C) The Finance Committee shall meet to review the MSO pay structure every two years, on even years (i.e. 2006, 2008, 2010…) and create a recommendation for Senate approval.
   1. This review must occur within the Fall Semester and the proposal should be submitted for Senate consideration by the end of the semester.
   2. If Senate deems necessary, they may call on the Finance Committee at any time to review the current pay structure and create a proposal to correct any issues present.
   3. This discussion shall occur only if a representative from every MSO is present.
   4. The Finance Committee shall review the current pay rates and determine if a change is warranted.
      a. If a change is to occur, it will take effect in the fall of the next academic year.
      b. Whether a change occurs or not, the Finance Director of Student Government is required to present a written proposal to Senate for discussion and voting. All voting shall be done via ballot and a two thirds majority will pass.
         (1) If the Senate is unable to reach a two thirds majority vote, the Finance Committee may be required to review their proposal and resubmit.
         (2) Finance Committee’s proposal must be in accordance with the current Bylaws and work to create a fair and equitable pay structure for all MSOs.

**Article VIII Hazing**

**Section 1: State Law**
In accordance with New York State law and Institute Policy, neither Student Government, nor any organization it recognizes, shall engage in any hazing of any kind.

**Section 2: Failure to Comply**
Failure to comply with the above will result in possible revocation of recognized status in the case of a recognized group, or possible impeachment for all parties involved in the case of the Student Government Executive Branch or Senate.
Article IX Review and Renewal

Section 1: Frequency
The Charter and By-Laws shall be reviewed annually by the President and his/her designee with the appropriate recommendations made to the Senate.

Article X Amendments

Section 1: Origination from the Senate or Executive Branch
Any amendment originating from the Student Senate or Executive Branch must first be presented in written form, discussed, and then tabled until the next regularly scheduled Senate meeting. At this time, it will be open to discussion again and can be voted on. If passed by a two-thirds vote of the Senate, the By-Laws shall be so amended. Notification of the proposed amendment must appear in an official campus publication during the week of tabling, or before.

Section 2: Originating from the Students
Any amendment from the students must be presented in written form with reasons for the amendment to the President accompanied with signatures of five percent of the student community. At the next regularly scheduled meeting of the Student Senate it will be announced and discussed and then tabled for one week. At this meeting it will be open to discussion again and must be voted on. Any amendment must be defended by a representative body (consisting of no less than three members) from which the amendment originated. A two-thirds vote of the Senate shall constitute approval. Notification of the proposed amendment must be placed in an official campus publication during the week of enablement, or before.

A) If passed, notification of the amendment will be placed in an official campus publication.

B) If the amendment is not accepted by the Senate, notification will be placed in an official campus publication. It must then be voted on by the student body. If passed by a majority vote of said students, the By-Laws shall be so amended.

Article XI Suspension of By-Laws
Any portion of the By-Laws may be suspended by a two-thirds vote of Senators present.

Article XII New Senate Positions

Section 1: New Colleges
In the event of the establishment of a new College at RIT, a Senator position will be immediately created for such College. Election of the new Senator shall be coordinated by the Chair of the Senate.
Section 2: Other
Additional seats to the Senate must be approved through the Amendment process.

Article XIII Student Government Logo

A) The Student Government logo must remain the same for a minimum of five years to the date it was last changed.
B) A change to the logo must be presented to the Senate and passed with a two-thirds majority vote before it can be changed.
C) The SG logo must appear on flyers or any other publication associated with an event, program, or other that is sponsored by Student Government.
D) A banner or other structure bearing the Student Government logo must be displayed at events run by Student Government or events deemed appropriate by the Secretary of Finance.
Appendix A: Standing Rules of the Finance Committee

I) PREAMBLE
   A) The Student Government (SG) Finance Committee is a student run body who allocates additional funding to student groups in order to help sponsor events or activities that promote student life at RIT. The money used to award funding to groups is comprised of the student activity fees which every student at RIT pays semesterly. As such, receiving funding from Student Government Finance Committee is a privilege, and should be viewed as such. No group is guaranteed funding and any award amount may fluctuate from year to year as the SG administration and budgetary constraints change. Student Government supports student activities and initiatives but unfortunately may not be equipped to fund every expense students encounter while pursuing their interests, activities, or education. Students should carefully review our priorities and requirements outlined in this document before requesting funding.

II) PROCEDURE
   A) Membership
      1) The Finance Committee is chaired by the current Finance Director of Student Government.
         (a) In the event that the SG Finance Director is unable to attend a meeting, another representative from the Student Government Cabinet will fill in for him/her.
      2) The Finance Committee is comprised of student representatives from the following Major Student Organizations (MSO) under the Center for Campus Life.
         (a) This includes: Global Union (GU), On-Campus Apartment Student Association (On-CASA), AALANA Collegiate Association (ACA), College Activities Board (CAB), WITR, NTID Student Congress (NSC), the Residence Halls Association (RHA), OUTspoken, Student-Athlete Advisory Committee (SAAC), and Student Government.
         (b) Each MSO is required to send a representative to each meeting. In the event that a representative will not be able to attend the full meeting, another representative must attend in their place. The same representative is not required to attend each week but it is preferable that the same person attends for consistency and efficiency. This individual represents the views of the entire MSO and should ideally be a member of the executive board. If no member of the executive board is available, another appointed representative may be sent, as one representative is required to be at each meeting.
         (c) The representative from the MSO must be in good academic or judicial standing and be a member of the executive board.
      3) The Finance Committee administrative advisor must also be present during the Finance Committee to ensure consistent and proper procedure.
(a) The administrative advisor may advise the committee and should provide perspective on past events and information concerning a requesting group. He or she does not, however, have a vote in the proceedings.

(b) In the event he/she is unable to attend, another representative of the Center for Campus Life (CCL) must attend in his/her place.

**B) Meeting Times**

1) The Finance Committee will meet each academic week during the Fall and Spring semesters.
   (a) Meetings generally last two hours but may be extended if a need arises.
   (b) Meetings will not be held during finals week unless necessary and would be scheduled ahead of time.

2) The weekly time block will be determined by the Finance Director before the start of the academic semester and will be made known to clubs and other groups via club meetings, Event Registration, the Student Government website, and SG/CCL staff.

3) Groups are expected to submit their requests well in advance of their deadlines due to the limited number of spots available on the schedule.
   (a) For most requests this is three to four academic weeks. In the case of travel, four to five weeks is recommended.
   (b) The number of requests can fluctuate from semester to semester and week to week, and late requests due to poor planning will be treated with additional scrutiny.

4) Finance Committee may meet one or two times during the summer term if requests are submitted. These may not be in any specific timeframe and groups should plan their requests accordingly.

**C) Application for Additional Funds (AFAF) and Co-sponsorship**

1) The AFAF form is designed for any group which is requesting funding for an event or purchase. This encompasses every type of request.
   (a) Please note that every group is required to fill out an AFAF when requesting funding for non-travel activities. Completing the Event Registration (EVR) process does NOT replace the need for this paperwork. No group will be scheduled for non-travel requests without the AFAF paperwork.

2) The AFAF application is available at the Student Government Office or online at sg.rit.edu.

3) The AFAF must be filled out completely, with an attached memo with the required information (listed on the AFAF form), and signed by the group’s official advisor before being reviewed by the Finance Committee. No group will be allowed to appear before the Finance Committee unless this paperwork is completed (additional guidelines listed under “Policies” section of this document).

4) Requests will be taken and put on the Finance Committee agenda on a first come-first serve basis as needed, unless special circumstances warrant expediting a request.

5) There is no guarantee that a group will be scheduled to meet with the Finance Committee.
(a) If a request is in violation of RIT, CCL, or Student Government policy, if the form is incomplete, or if the group is frozen/on hold, then the request for additional funding can be denied before being scheduled for review by the Finance Committee.

(b) Under certain circumstances, the Finance Committee may discuss and vote on a request without the requesting group present for the meeting. This may be done if there are no unanswered questions regarding the application or if there are time considerations and the requesting group approves.

D) Finance Committee Meeting

1) Prior to the Finance Committee meeting, invitations will be sent via email to all the groups scheduled for review on that day. Groups should respond, informing the Director of Finance that they will be in attendance.

(a) If an applicant does not appear for the Finance Committee at the scheduled time, a discussion may occur regarding the request.

(i) A decision may be made without the group present if there are no questions regarding the request.

(ii) If a decision can not be reached, then the group will have to be rescheduled (at the earliest available time) for reconsideration. There is no guarantee that the rescheduled time will be at the next Finance Committee meeting date.

(iii) Failure to appear at two scheduled Finance Committee meetings will result in the dismissal of the request.

(b) If the scheduled time conflicts with a member of the group appearing at Finance Committee, the group may reschedule, but must contact the Director of Finance as soon as possible as to allow for other groups to be reviewed.

2) The Finance Committee does not adhere to Robert’s Rules of Order. Some elements such as majority vote and quorum are used to decide awards; however, the meeting is not formal.

3) Quorum must be met in order for the reviewed AFAF’s or Co-Sponsorships to be approved.

4) Meeting is called to order and attendance is taken.

5) The Finance Committee members will carefully preview the requests for the day and formulate questions to ask the requestors prior to the first scheduled group.

6) After a requesting group has arrived at their designated time, every member of the committee and requesting organization introduces themselves and their position/affiliated organization.

7) The requesting group will be given a few minutes to briefly identify their request, its purpose, and its benefit to themselves and the RIT student body. Elaborate presentations are not required and should be kept short.

8) Following the initial presentation, the floor is open to members of the Finance Committee to ask questions regarding any aspect of the proposal, activity, or group. These answers may require additional proof or verification which may slow the award process.
9) After all the questions have been addressed, the requesting group is dismissed.
10) The floor shall be opened to discussion regarding the proposal.
   (a) The discussion may involve but is not limited to the merits of the event, the history of the requesting group, the level of funds available to them, the level of active fundraising completed, the need of the group, the benefit to the RIT student body or institute, and any other considerations that are pertinent to a fair and consistent award process.
11) After discussion has concluded, the Finance Committee will vote on a dollar amount for the activity, the items the funds may be spent on, and any stipulations of an award.
   (a) Although the Finance Committee does not usually stipulate conditions for an award, instances may arise where requirements are put in place before a group can access additional funding. This is to ensure proper policy is enforced and that groups are properly spending funds.
12) After all the applications have been reviewed and voted on and there are no discussion items, the meeting is adjourned.

E) Awards
1) After the Finance Committee Meeting, the Director of Finance will record each group’s award amount and stipulations. In the case of a request denial, the reasons for the decision will be recorded.
2) Within three business days, the Director of Finance will send out award or denial letters to each of the requesting groups and any other advisor or group who needs to be informed of the verdict.
3) The award letters have specific instructions, deadlines, and stipulations in them and should be read thoroughly.
4) Any group failing to claim their award and provide proper documentation to the Center for Campus Life financial staff by the due date may loose their award and have to reapply. Funding may be denied or significantly reduced the second time if this occurs.
5) The Director of Center for Campus Life or the Associate Director of Campus Life Programs may postpone or hold an award given by the Finance Committee if circumstances arise that requires action. The award will be processed after they release the hold.
6) Requests under $500.00 can be approved by the Director of Finance for Student Government without review or approval by the Finance Committee. This helps to reduce the number of groups waiting for more than two weeks to see the Finance Committee.
   (a) These awards should be reviewed and approved by the Student Government President and the Finance Committee administrative advisor prior to processing.
7) Any award that Finance Committee approves over $5,000 must be approved by the Student Government Senate before distribution.

F) Appealing the Finance Committee Decision
1) Any group who is not satisfied with the outcome of the Finance Committee’s ruling may appeal their request to the Student Government Senate. The
following guidelines are taken from the Student Government Bylaws regarding the appeal process:

(a) Article VII Financial Procedures (SG Bylaws)
A) Should the organization making the request be dissatisfied with the outcome, the organization has four (4) working days to give a one page written appeal to the President. This appeal must be in no later than 5:00 pm on the fourth day.

B) The appeal needs to be in by Monday at 5:00 pm of that week’s Senate meeting to be considered.

C) The Secretary of Finance shall answer the appeal, in writing, stating the position of the Finance Committee in a timely fashion. At this point, the standard appeal document should be created for the Senate meeting.

D) Each Senator shall be given a copy of the organization’s appeal and the Secretary of Finance’s reply, as well as the original request.

E) At the next regularly scheduled Senate meeting, the appeal will be addressed. The Senators shall have a vote in this matter. Both the appeal and the Finance Committee’s position shall be given to all Senators in writing. A majority vote shall be taken to grant or deny the request for funds. The decision of the Senate is final.

F) Should the appeal be denied, the decision of the Finance Committee shall stand. Should the appeal be granted, the request for funds shall be approved.

2) Clarification of the Appeal Process:
(a) Section D
   (i) In addition to a formal one page letter of appeal to the President of Student Government and a bank statement, an electronic copy should also be submitted to the Finance Director. This document, along with the appeal response, will be sent to the Senate via email, prior to the weekly meeting.

(b) Section H
   (i) As it is written in Article VII, Section H, the Senate must choose to either uphold the Finance Committee’s decision or overturn it and grant the original request in full. Senate may choose, however, to temporarily suspend this section of the bylaws in order to decide on a separate award amount.

G) Amending or Altering the SG Finance Committee Guidelines
   1) The Center for Campus Life, the Student Government Senate, or the Finance Committee can call for a change or amendment to the current Finance Committee Guidelines.
   2) The changes are to be submitted in writing to the Finance Director of Student Government for review.
3) The Finance Committee shall discuss the changes requested and create a recommendation for Senate.

4) Senate will be given the information regarding the initial proposal to amend the guidelines and the Finance Committee’s recommendation. They may discuss and ask questions before voting. The voting may be tabled to allow for the representatives to discuss the matter with their respective organizations.

5) Voting shall take place using current amendment guidelines and the ruling shall stand.

H) Privacy

1) Any group’s award information is only shared with individuals or groups under the following conditions:

   (a) The award email is sent out to the requesting group’s responsible representatives, members of the Center for Campus Life, Event Registration, and any other organization involved with the request or award requirements.

   (b) Information regarding another group’s award is available upon request, but any party requesting information must provide reasonable rationale for needing the information and must meet with the Student Government Director of Finance and the Finance Committee’s Administrative Advisor or another representative from the Center for Campus Life to discuss the request.

III) ADDITIONAL FUNCTIONS

A) MSO Pay Structure

_The following guidelines are taken directly from the Student Government Bylaws. Any amendments or changes to the language in the MSO Pay Structure section of the Finance Committee Standing Orders must be addressed through the Student Government Bylaws and their procedures. This information is restated in this document because the language is necessary for the operation of the Finance Committee._

1) All Major Student Organizations with the exception of CAB shall pay their student officers on a thirty (30) week schedule for the standard two semester academic year, and a ten (10) week schedule for the summer term, if applicable.

   (a) The pay dates for these wages shall be determined by the Student Government office and given to the academic advisors at the beginning of each academic year. These dates are locked and are not negotiable.

2) The stipend wages for the top three positions of all MSO, with the exception of SG and CAB, shall be equal. This will provide for fair and equitable compensation for services rendered amongst all Major Student Organizations, regardless of their budgets.

   (a) The top three leaders of each organization shall be determined by their executive board and approved by their respective administrative advisor and the Center for Campus Life (CCL).

   (b) The other MSO positions shall be paid at a rate determined by each respective MSO so long as they do not exceed the salary of the top three
members. Their pay rates must be submitted for approval by their administrative advisor and CCL.
(c) The College Activities Board is excluded from this pay structure since they are paid hourly; however, they still maintain the right to provide input and vote as a member of the Finance Committee.
(d) Student Government is also required to pay their top three positions the same weekly stipend, while all the other members of the cabinet are paid on a separate level.

3) The Finance Committee shall meet to review the MSO pay structure every two years, on even years (i.e. 2006, 2008, 2010…) and create a recommendation for Senate approval.
(a) This review must occur within the Fall Semester and the proposal should be submitted for Senate consideration by the end of the semester.
(b) If Senate deems necessary, they may call on the Finance Committee at any time to review the current pay structure and create a proposal to correct any issues present.
(c) This discussion shall occur only if a representative from every MSO is present.
(d) The Finance Committee shall review the current pay rates and determine if a change is warranted.
(i) If a change is to occur, it will take effect in the fall of the next academic year.
(ii) Whether a change occurs or not, the Director of Finance of Student Government is required to present a written proposal to Senate for discussion and voting. All voting shall be done via ballot and a two thirds majority will pass.
   (i) If the Senate is unable to reach a two thirds majority vote, the Finance Committee may be required to review their proposal and resubmit.
   (ii) Finance Committee’s proposal must be in accordance with the current Bylaws and work to create a fair and equitable pay structure for all MSO.

IV) FINANCE COMMITTEE PRIORITIES

A) Understanding the priority system
1) The priority system denotes the Finance Committee’s priorities when it comes to groups requesting funding for a variety of activities.
2) Every request received by the Finance Committee will be reviewed on a case by case basis and based on the merits of the activity. There is no generalization or dollar figure pre-determined with regards to groups and requests under the priority system.
   (a) Groups and events that are ranked higher are not guaranteed funding nor are groups and events ranked lower guaranteed less funding.
3) Every request submitted must conform to the Policies and Requirements as outlined below in Section V.

B) Requesting Groups
1) SG Clubs and Greek organizations
2) Non-SG Clubs and other official student organizations (i.e. academic clubs)
3) Major Student Organizations
4) Individual Students
5) RIT Departments, Academic Classes, Committees, or other non-student groups

C) Types of Requests
1) On Campus Events open to students, faculty, and staff that raise cultural awareness, provide education, or involve the Rochester Community and alumni or late night programs
2) Other on campus events that are open to everyone
3) Other expenses (one time purchases, dues, supplies, etc.) (non-budget items)
4) Off Campus Events
5) Travel for competition, presentation, panel, or as part of student exchange program

V) POLICIES & REQUIREMENTS
A) Please read all of the policies and requirements listed below. Information may appear under different headings and all of the policies are true regardless if the heading refers to your specific activity.

B) General
1) The Finance Committee will only award funding for events open to the entire RIT community; this does not pertain to travel.
   (a) The event does not have to be free to students but must be open to anyone who wishes to attend.
2) All non-travel requests must be turned in with a completed Application for Additional Funds form and the required materials listed on the back of the form. The information must be up-to-date, accurate and have the Advisors signature.
3) All groups requesting funding are required to submit a current official budget statement for their organization (i.e. Oracle statement, bank statement) as well as a breakdown of the funds available and their planned allocation.
   (a) Individual students requesting funds do not need to provide this information.
   (b) Funding will not be awarded to groups whose budget and income (including additional awards, ticket sales, fundraising, gifts, and donations) exceeds the total expenses needed. Funding will only be considered for groups demonstrating a financial need.
   (c) Funding may not be awarded to an organization based on the Finance Committee’s assessment of a requesting group’s income.
4) Groups requesting funding for an event, purchase, or travel will be expected to have engaged in active fundraising throughout the year.
   (a) The Finance Committee defines active fundraising as money generated from activities or services, which are used to offset costs associated with a group’s activities or function. This refers primarily to fundraising activities which reflect invested time on the part of the group and does not include member dues, donations, gifts, or additional awards.
(i) Donations are taken into account by the Finance Committee but are not considered fundraising due to IRS and RIT accounting policies.
(b) The Finance Committee will evaluate whether the current level of fundraising of a group is acceptable given the scope of the request and type of group requesting funding.
(c) In the case of SG recognized clubs, any fundraising money found to be kept outside of the SG club financial system may result in disciplinary administrative action for the group through the Center for Campus Life and denial of the request for funding.
(d) Failure to fundraise adequately may result in a denial of funding.

5) Any club or group requesting money must be in good judicial and financial standing in order to be considered for funding. Any group who is on hold or frozen is also prohibited from being considered for funding until such time that good club standing is restored.

6) Trips or events that have already occurred may still be considered for funding but have a significantly smaller chance of receiving funding. Late requests or poor planning are not valid excuses to change this stance.

C) Event Registration
1) All travel requests for additional funds must go through the Event Registration process prior to being considered by the Finance Committee.
2) All events requiring RIT services such as Tech Crew, FMS, Public Safety, ETC, etc. must also be registered through Event Registration before any funding can be awarded. Please check with the Event Registration Office to see additional requirements or changes to this policy.
3) Once Finance Committee has awarded an organization funding, a message will be posted to the Event Registration message board regarding the award and the specific services being funded.
4) Any event using contracted groups or individuals (i.e. bands, DJs, performers) also require being registered and having the proper contract request forms completed prior to funding.
   (a) These groups may be reviewed by the Finance Committee prior to the completion of the contract forms, but funding will not be awarded until the contracts are processed and all of the proper paperwork is completed. See the Event Registration Office for questions or additional information.

D) Fundraising Requests
1) The Finance Committee may, in special and rare circumstances, award funding for the purpose of fundraising to Student Government Clubs only.
   (a) This funding is designed to help a club begin the fundraising process by purchasing needed materials for a planned activity.
   (b) The club will be required to transfer the money back to Student Government by a specified date.
   (c) Failure to do so may result in a deduction of these funds from the club budget for either the current fiscal year or the following.
   (d) If a club requesting money has no budget and fails to return the money given for fundraising purposes by the specified due date, the club may be frozen.
E) Food

1) The Finance Committee shall not award funding for food with the exception of cultural food or preparation for certain ethnic or cultural events.
   (a) Cultural food and its preparation must be RIT approved by Food Service through Event Registration.
   (b) Cultural food cannot be used as a social aspect of an event. It must contribute to the awareness of the culture.
   (c) If food is being served at an event where money is being collected for the event itself, than the food must be professionally prepared.
      (i) The food provider must be approved through the Event Registration process. See the Event Registration office for more information concerning food handling procedures at events.

F) Banquets

1) The Finance Committee will only consider banquets for SG recognized clubs and Greek organizations.
2) No award shall be given to any group in excess of $500.00 for a banquet or similar event.
   (a) Funding for food of any kind is prohibited with regards to banquets.
3) In the case that an event is connected to a banquet, the event expenses (like performers, DJ, etc.) shall be treated separate from the banquet. The banquet portion may receive up to $500.00 while the non-banquet expenses may receive additional funding.

G) Travel

1) Travel for personal or professional enrichment, academic development, recreation, alumni relations, soliciting donations, or job networking are not considered appropriate requests for funding.
2) Travel funds will only be awarded when a group or individual is representing RIT directly.
   (a) This includes, but is not limited to, competition, presentations, panel discussions, poster presentations, and RIT student lectures.
   (b) Funding under these circumstances is restricted to the individuals engaged in the activity and or the minimum number of people required to attend.
   (c) The Finance Committee shall not award any funding for non-students attending the trip. This includes but is not limited to advisors, alumni, coaches, drivers, faculty, or staff.
3) Due to the expensive nature of travel and the removal of funds from the RIT campus, any funding awarded for travel will be limited to no more than 50% of the total expenses.
   (a) In addition, Finance Committee may award funding for airfare but not in excess of 50% of the ticket per student, or up to $200 of the ticket per student. These funds will only cover the students engaged in presenting or representing RIT.
   (b) Finance Committee may cover gas and vehicle rental costs, but will not cover the “wear and tear” costs for personal vehicles. RIT Travel Policy refers to the “wear and tear” costs as “Mileage”. This cost is not covered by Finance Committee for students traveling in personal vehicles.
Any vehicles used for travel must be insured.

H) Regarding Academic Requirements or Class Projects
1) Requests for funding for events whose purpose is to further the academic requirements of a student or group are also not appropriate for the Finance Committee. This includes but is not limited to senior thesis projects, exhibitions and other class work.

I) Guest Speakers, Artists, or Performer(s)
1) Any group wishing to bring in guest speakers, artists, or performer(s) must register their event and complete the contract request form through Event Registration.
2) Proper contract and tax forms (W-9) must be processed by the Center for Campus Life prior to awarding any funding.
3) Traveling expenses incurred by the performer on his/her trip to RIT and back home may be covered by Finance Committee, but travel to another paid engagement from RIT is not appropriate.

J) T-Shirts, Uniforms, Give-a-ways, Gifts, Prizes, Personal Items, etc.
1) The Finance Committee does not fund for uniforms for any group including sports clubs.
2) Funding shall not be awarded to any group for T-shirt purchases.
3) Funding may be given for give-a-ways, gifts or prizes, but this will be under special and rare circumstances. Groups should find creative ways to reward participants other than expensive prizes.
   (a) The Finance Committee shall not award more than $500.00 in funding for give-a-ways, gifts, or prizes. This is a cap of $500.00 and does not guarantee funding in this amount.
   (b) Special paperwork may be required by CCL when gift certificates are given out. Groups using funds for this purpose should speak with the Financial Coordinator for CCL or his/her staff before purchasing the certificates.
4) Cash prizes are prohibited to any Center for Campus Life organization including Clubs, Major Student Organizations, and any other affiliated groups.
   (a) As such the Finance Committee is unable to award funding to any group for cash prizes. This includes non-CCL affiliated groups.
5) No award shall be given out to a group where the funds will be used to buy items for a member’s personal use or for future personal property.

K) Equipment or Material Purchases
1) Any group requesting funding for equipment or materials must have space on campus to store the items.
   (a) Personal apartments or dorm rooms are not approved storage locations. Groups found to be storing materials at these locations will be subject to disciplinary administrative action for the group through the Center for Campus Life and denial of the request for funding.
2) Any equipment or material purchase may be postponed if it is deemed that Public Safety, Risk Management, or another responsible organization needs to be involved with the request.

L) Reimbursement
1) There is no guarantee that groups will be reimbursed for expenses.
2) Finance Committee can not reimburse any group without proper, valid, printed receipts, officially offered as proof of payment by a vendor.
3) Tax can not be reimbursed as a matter of RIT institute policy. Tax exempt forms should be used by any group purchasing items for RIT functions during the time of purchase.
4) Advisors, faculty or staff cannot be reimbursed through Finance Committee. No advisor or faculty/staff member should take personal responsibility for costs because they will not be reimbursed.
5) SG recognized clubs are the only organization that can receive reimbursement for services such as guest speakers, artists, or performer(s).

M) Charity
1) The Finance Committee is unable to donate money directly to a charity organization or award funding for costs directly associated with a donation.
2) The Finance Committee will consider funding for charity events as long as the event involves the RIT community. Funding is given to support the activity for students, not to support the charity itself or costs associated with a charity.
3) The amount of the proceeds being donated to charity may be considered when Finance Committee is determining an award. Finance Committee will not fund a group the cost of an event so that all the proceeds may go to a charity.

N) Budgets
1) Club budgets and the club budget process is overseen by the Clubs Coordinator of Campus Life Programs and not associated with the Finance Committee. Guidelines regarding the club budget process can be located in the club manual or from the Center for Campus Life. (http://campuslife.rit.edu/clubs/resources/index.php)
2) Finance Committee does factor a group’s operating budget into the decision to award funding.
3) No group may receive funding in order to subsidize their budget. Any group requesting funding must itemize their requests and Finance Committee may choose to fund none, some, or all of the components. Failing to receive a budget from a previous year for any reason will not alter this directive.
Appendix B: Student Organization Recognition Guidelines

Overview

The purpose of this document is to provide official guidelines for organizations sponsored and operated by students at RIT. All recognized student organizations are expected to follow these policies and the procedures as administrated by Student Government. Student Government may choose to suspend privileges for student groups that are found to violate these guidelines.

Definition of Student Government Recognition

Recognition is an official status given to various student groups who wish to function at RIT with the support of Student Government. It grants certain privileges and responsibilities to these organizations. These privileges are granted with the assumption that the organization acts within the complements of RIT’s Mission, Vision, and Values. The President of RIT, or his/her designee such as the Vice President of Student Affairs, may grant or withdraw Recognition from any campus organization. Recognition requires that each group must agree to carry on their activities in a manner that complies with RIT’s Student Rights and Responsibilities, Student Government regulations, and does not violate federal, state, or local laws. Official Recognition can be refused or revoked at any time if the group:

• Contradicts the objectives and mission of Student Government and/or RIT
• Confutes the goals or spirit of these Guidelines
• Engages in activities that interfere with normal activities of the Institute or the rights of others within the Institute
• Partakes in activities that present danger to property, personnel and/or functions of the Institute
• Refuses to comply with federal laws, state laws, local laws, Student Government and/or RIT’s institutional rules and regulations

Privileges Associated with Recognition

Recognition includes but is not limited to the following privileges:

• Use of the RIT and/or Student Government name as part of its organization’s name
• Affiliation with RIT Programs and activities
• Opening of a Institute financial account to be run in accordance with the Center for Campus Life
• Requesting of Institutional funds through the Student Government Finance Committee
• Use of Institute space, equipment, services and other resources as deemed appropriate by the Center for Campus Life and/or Student Government
• Ability to host events through access to the Event Registration system
• Will have precedence over non-recognized student organizations and groups for room reservation
• Listing in Institute publications and website
• Sponsorship and promotion of activities on campus or off
• Ability to distribute literature, flyers or organizational print materials on campus
• Financial services
• Organizational consultation/leadership development
• Access to leadership training materials and resources
• Student Government Van reservation
• Photocopying account
• Mail/courier reception
• RIT web space
• RIT email account
• Ability to fundraise in accordance with Institute guidelines
• Eligibility for campus awards or honors
• Ability to participate in Center for Campus Life Club Days to recruit members

Limits of Recognition

Recognition of a student organization by RIT does not:

• Allow the organization to act as an agent of RIT
• Authorize the organization to enter into contracts or otherwise act on behalf of RIT
• Authorize the organization to use:
  o The Institute’s name for any commercial purpose or in any way, written or spoke, which may reflect adversely upon the Institute
  o The Institute’s logo or any copyrighted symbol of RIT.
    ** Such uses of the name or symbols owned by the Institute are allowed only when authorized by the Center for Campus Life.
• Imply RIT sponsorship of, control over, or responsibility for the activities of the organization.
• Allow the recognized organization to recognize other organizations
• Allow proselytizing
  o Proselytizing is the converting of people’s party, belief, cause, or religion.

Voting Membership

Voting membership of a Student Government recognized organization shall be limited to matriculated students paying Student Activity Fees.

Categories of Recognition

Below are the predominant types of organizations recognized on the RIT campus. Recognition decisions are delegated by the RIT President, or his/her designee, to the following people, departments, or organizations:
Major Student Organization (MSO)

Recommended to the Vice President of Student Affairs or his/her designee by Student Government

Student Government Clubs

Recommended to the Vice President of Student Affairs or his/her designee by Student Government and categorized to one of the following categories:

- Academic / Departmental
  - The primary purpose of the organization is for an extension of the material learned in the classroom
- Art & Entertainment
  - Organizations with the primary purpose of creating or presenting the visual arts, student performances, or promoting talents.
- Cultural / International
  - Organizations that explore and celebrate ethnic, social, and service aspects of different cultures or international groups
- Honorary
  - An organization whose primary focus is scholastic and academic excellence
- Media & Publishing
  - Organizations that practice the creation and presentation of print, broadcast, or electronic media
- Political / Advocacy
  - Any organization that supports or opposes any specific ideology, political thought, or cause
- Professional / Career
  - An organization whose sole purpose and activities engage students for particular professions after graduation
- Religious
  - An organization that has a primary principle of the activity of worship, devotion, prayer, meditation, or study of religious concepts. These groups generally recognize with a globally recognized religious groups or affiliations.
- Service
  - Organizations that provide opportunities for students to do community service or give back to the global community.
- Special Interest
  - Organizations that offer students opportunities to get involved in different activities not generally offered in any other category.
- Sports / Competitive Sports Clubs
A Competitive Sports Clubs an organization formed specifically to practice and compete in a sport.

- Sports / Recreation
  - The primary purpose of membership is to partake in or educate members about a sport or physical activity.

Fraternities & Sororities

Recognized by the Vice President of Student Affairs or his/her designee.

Special Interest Houses (SIH)

Recognized by the Vice President of Student Affairs or his/her designee, the Residence Halls Association, and the Center for Residence Life.

Funding of Recognized Organizations

Recognized Student organizations are eligible to receive funds collected from the Student Activities Fees. The Student Activities Fees are overseen by the Vice President for Student Affairs and distributed under the direction of the Director of the Center for Campus Life. Major Student Organizations are allocated base budgets which remain relatively fixed from year to year and are reviewed by the Student Government MSO Liaison.

Clubs recognized by Student Government are placed into a Tier system. This makes the club eligible to submit requests for base budgets which may change annually and must be justified. This tier system has been created to help serve the clubs better; to use all of the money given to clubs and to limit the amount of money left at the end of the year. The criterion that determines what tier the club has been placed into is based on the clubs history of expenses:

- Tier 0 clubs do not receive an annual budget, and cannot apply for additional funds from SG Finance Committee.
- In Tier 1, clubs receive a budget of zero dollars ($0) per year from Student Government and the club operates solely on fundraising or membership fees.
- In Tier 2, the club receives a fixed amount (determined by Student Government as recommended by the Director of the Center for Campus Life) from year to year. The club must be in good standing to receive the budget, however it is not guaranteed that all clubs will receive a budget.
- In Tier 3, the club must go through budget review with the CCL. The club will be scheduled for a budget hearing after they have handed their budget in. The club must also still be in good standing to receive their budget.
All new clubs start out as Tier 1, unless there is a need to be placed into a different tier effective immediately upon recognition. This will be determined by a combination decision of Student Government and the Center for Campus Life. All clubs may apply for a tier status change during the club budget review process by using the Budget Request Form. Not all clubs that apply for a budget/tier change will be approved. The needs of clubs that want a budget or tier change will be accessed and determined on the following:

- Activity of the club
- Goals and mission of the club
- Programs and services hosted for the RIT community by the club
- Student Government resources that are available
- How the club benefits the overall health of the RIT community

All clubs may request additional funds which are allocated by the Student Government Finance Committee. For Tier 1 status clubs, all financial transactions must be run through either a departmental financial account or a Student Government financial account, unless the club has to report its own financial transactions to a parent organization. Tier 2 and 3 clubs must run all financial transactions through a Student Government financial account. All other recognized groups (including Fraternities, Sororities, MSOs, and Special Interest Housing) are also eligible for co-sponsorship additional funds, which are overseen by the Student Government Finance Committee. Additional funds are allocated for special, one-time events, programs, or activities which promote the organization’s goals. Clubs that are not eligible to request funding for activities and programs are organizations that:

- Actively campaign for legislative changes or initiatives external to RIT
- Promote involuntary membership or proselytizing of an ideology, value or doctrine
- Solicit donations or support for agencies or individuals not affiliated with RIT
- Have selective, restrictive, or non-encompassing membership criteria
- Are not open to the student body as a whole and have exclusive membership
- Program to a select and restrictive portion of the student population

**Student Government Major Student Organization Guidelines**

Student Government Major Student Organizations consist of Representative Student Organizations and Student Service Organizations.

**Representative Student Organizations (RSO’s):**

Before coming before the Student Government Senate, a proposed Representative Student Organization must:
• Represent an underrepresented or minority population at Rochester Institute of Technology.
• Prior to petitioning the senate for recognition, said organization should already be functioning as a Student Government club under its own constitution with designated officers for the period of at least one year. This club must be sustainable and successful as deemed by the SG Director of Organization Recognition.
• Have a Constitution and By-laws in place which has been reviewed by SG President, SG cabinet, and reviewed by the Center for Campus Life. Constitution and bylaws of an applying organization should be in keeping with Student Governments guidelines and procedures, prior to petitioning.
• A budget must be in place and must be review by both SG Director of Finance, and the Director of the Center for Campus Life
  o Only MSOs approved during Fall Semester will be eligible to for finances for the following academic year.
• An administrative advisor must be in place. This advisor must be a full time faculty or staff member and not already be advising another Major Student Organization.
• A petition signed by at least 20% of the specified group seeking recognition must be received by the senate upon acceptance of application for recognition, unless otherwise deemed by senate.
• The creation of a new RSO must not represent an already represented population. No group which can be shown to be already represented by an existing RSO or senator position is eligible for a MSO status.
  o In the event a senate seat exists for the petitioning RSO population the Senator must first be removed. Then the senate must vote to add an additional MSO seat, or change the structure of an existing MSO.

• The SG Senate shall advertise to the underrepresented or minority population for which the group is seeking recognition at least one week prior to the regularly scheduled meeting in which the group seeking recognition makes its presentation.

Upon approval the Representative Student Organization will have a 1 year trial period, after which the Senate will approve or deny full Major Student Organization status. Under this 1 year trial period the organization will be ineligible for an operating budget, but will have access to additional funds through the AFAF process.

**Student Service Organizations (SSO’s):**

Before coming before the Student Government Senate, a proposed Student Service Organization must:

• Prior to petitioning the senate for recognition, said organization should already be functioning as a Student Government club under its own constitution with
designated officers for the period of at least one year. This club must be sustainable and successful as deemed by the SG Director of Organization Recognition.

- Have a Constitution and By-laws in place which has been reviewed by SG President, SG cabinet, and reviewed by the Center for Campus Life. Constitution and bylaws of an applying organization should be in keeping with Student Governments guidelines and procedures, prior to petitioning.
- A budget must be in place and must be review by both SG Director of Finance, and the Director of the Center for Campus Life
  - Only MSOs approved during Fall Semester will be eligible to for finances for the following academic year.
- An administrative advisor must be in place. This advisor must be a full time faculty or staff member and not already be advising another Major Student Organization.
- Be a sustainable organization which provides a service available to all students on campus.
- Provide a visible service to the university as a whole.
- Provide services that are not yet provided by other MSO’s and other campus departments.
- The organization must demonstrate the need for such an organization on campus.

Upon approval the Student Service Organization will have a 1 year trial period, after which the Senate will approve or deny full Major Student Organization status. Under this 1 year trial period the organization will be ineligible for an operating budget, but will have access to additional funds through the AFAF process.

Student Government Club Guidelines

Student groups promoting and practicing academic, recreational, political, cultural, and/or religious endeavors shall normally receive the Recognition of Student Government providing they meet the minimum requirements these guidelines:

**A. Criteria for a Student Government Recognized Club**

Student Government requires that all groups applying for Student Government Club Recognition must meet the following criteria prior to receiving the official Recognition of Student Government and/or other benefits thereof:

1. SG Recognition may be granted to student sponsored organizations pursuing in activities that that will better or contribute to RIT’s community. These activities must contribute significantly to the intellectual and social development of the student body, serve the education and access goals of the Institute, encourage student participation and leadership, and enhance the general campus atmosphere and environment.
2. The following groups are not to be considered eligible for Student Government Club Recognition:
   i. Unions (bargaining units)
   ii. Greek letter social organizations
3. Students wishing to organize religious clubs are subject to these guidelines in addition to those procedures as specified in the Religious Club Guidelines (see Appendix A).
4. Students wishing to organize a recreational sport club are subject to these guidelines in addition to those procedures as specified in the Club Sports Guidelines (see Appendix B).
5. Students wishing to organize a competitive sports club are subject to these Guidelines in addition to those outlined in the Competitive Sports Club handbook on file in the Center for Campus Life.

B. Recognition Procedures
SG reserves the right to delegate Recognition review to the Club Review Board (CRB). The CRB will be comprised of student members from previously recognized organizations and advised by the Center for Campus Life Club Administrator as designated by the Director of the Center for Campus Life. In the CRB’s absence, decisions will be made by the Representative at Large, under the advisement of the Club Administrator. All Recognition decisions made by the Club Review Board shall be forwarded to the Vice President of Student Affairs or his/her designee for review. The President of RIT reserves the right to review all Applications for Club Recognition and make the final decision.

1. Pre-Recognition (optional)
   Student groups who wish to form but do not yet have the Recognition Packet complete, may fill out an Intent To Form (ITF) document. This allows groups to reserve rooms in hopes of gathering membership or an advisor. ITF’s expire after 3 months once the ITF has been approved by Club Review Board. Groups who have previously been denied Recognition are not eligible to apply for Pre-Recognition status within one calendar year, unless a club violates the Student Rights and Responsibilities.

2. Recognition Status
   Student groups must complete the Application for Club Recognition. The application will include the club advisor’s name and signature, officer names, membership list, outline of tentative events and promotional paragraph. Applications will be reviewed by the Club Review Board and recommendations to grant Recognition will be made to Student Government.

3. Recognition Renewal
   All SG Clubs are required to re-apply for Student Government Recognition annually during the Fall Semester of each academic year with the submission of an Application for Club Recognition. If a group
fails to submit an Application for Club Recognition, their Recognition and subsequent benefits can be suspended. Recognition renewal must take place prior to budget review and allocation. Recognition Applications can be obtained in the Center for Campus Life Office and the Student Government Office or online at http://clubs.rit.edu.

C. Membership
For the purpose of these Guidelines: the term student is defined as all students attending RIT who have paid their Student Activities fees for the current semester. RIT students who have successfully appealed their Student Activities fees must be considered ineligible student. RIT faculty, staff and alumni will be considered non-student. Alumni members may participate in club events; however access to RIT services through club events may be limited.

1. Membership in recognized organizations, including classes of membership, may not be restricted on the basis of race, religion, political beliefs, gender, age, ability, or sexual orientation.
2. Membership must be accessible to all students with a sincere interest in the group, with the exception of clubs operating at Tier 0 status, which may restrict membership based on GPA, class level, or program of study.
3. Active membership as defined above includes the following privileges and responsibilities: holding office, voting, authorizing and requesting funds, eligibility for awards, ability to represent the organization.
4. Student Government and the Center for Campus Life reserve the right to request the current membership list of any recognized group. This list must include all members’ names and RIT Computer Account names. Membership lists will be held in confidence except for election purposes, official Student Government or Campus Life business and Institute requests. No information, in whole or part, will be released to any party external to RIT without the express written permission of the student group involved. Student Government maintains the right to publish the group’s contact information and promotional paragraph as recorded in the group’s Application for Club Recognition.

D. Officers
1. All club officers must be RIT students in good academic standing (with both RIT and his/her academic department) and may not currently be on a conduct sanction of disciplinary probation or higher and who has paid Student Activities Fees for the current semester. The Center for Campus Life will have access to student judicial records in the Office of Student Conduct and Mediation Services for verification.
2. RIT Alumni may not hold officer positions or maintain voting privileges within the organizations.
3. It is recommended that a club has, at the very minimum, a President.
4. If the club is applying for Tier 2 or higher status, a financial officer is required. This person must be a different person than the president of the
club. At the very minimum, the financial officer must be Financially Certified through the Center for Campus Life.

E. Advisors
Each group is required to maintain an advisor who is a full-time faculty or staff member of RIT. The advisor will be responsible for attending some meetings, signing Student Government financial request forms and providing general assistance to the group. Advisors are responsible for:

• Knowing the club
• Being familiar with the Institution’s and Student Government’s policies and procedures
• Establishing a good working relationship with club members
• Supporting the club
• Attending meetings and activities as often as possible
• Attending all large campus events sponsored by your club, particularly if alcohol is being served to ensure that Institute regulations are being followed.
• Assisting students in meeting their club responsibilities
• Being familiar with the Student Government and Center for Campus Life finance system

F. Responsibilities of Student Government Clubs
The following are the expectations of Student Government Clubs. If a club does not fulfill these requirements, then the club may go on probation or suspension.

1. Center for Campus Life Club Meetings
   All recognized clubs, with the exception of those in Tier 0 are required to attend Club Meetings as specified by the CCL. Notification of absences should be made to the Coordinator of Club Administration at least twenty four (24) hours prior to the meeting. Club Presidents should attend or appoint a representative from the club to attend. These required meetings provide an opportunity for important training and information sharing.

2. Membership Lists
   All clubs are required to submit a Membership List to the Center for Campus Life by the beginning of Spring Semester.

3. Yearly Report
   All clubs are required to submit a Yearly Report to the Center for Campus Life by the end of Spring Semester, with the exception of clubs operating within Tier 0.

4. Group Meetings
   Groups must meet a minimum of three (3) times per year to be considered active and eligible for Recognition. In addition to the three meetings, one meeting must be an “open house” on the RIT Campus that is open and accessible to all students. The time, date, and campus location of this
meeting must be posted in visible and appropriate locations. Groups are encouraged, but not required, to also use campus media to advertise meetings. Notification of the group meeting should be sent to the Club Administrator two (2) weeks prior to the meeting date.

5. **Club Review Board**
Each semester five (5) randomly selected clubs will be identified as being required to have one (1) representative of their organization sit as an active member on the Club Review Board (CRB) for a term of one (1) semester. Chosen clubs may only send one (1) member to be part of the CRB. These specified club representatives will change on a semesterly basis. One randomly selected club from each club category group will be chosen to sit on the CRB:

- Academic, Honorary, Professional / Career (1)
- Art & Entertainment, Media & Publishing (1)
- Cultural / International, Religious (1)
- Political / Advocacy, Service, Special Interest (1)
- Sports / Recreation (1)

To offer each club adequate time to determine who will sit as a member of CRB, during week twelve (12) the eleven (11) clubs will be identified for the following semester. Those clubs will be contacted and by the end of week fourteen (14) each club will be responsible for providing the name of the club member that will hold a seat on CRB. If the designated club representative does not uphold their obligations as a CRB member, they will run the risk of their club being put on hold and/or may be required to meet with the Assistant Director for Campus Life – Campus Programming. In addition, any other member who is in good standing of a recognized club may join Club Review Board as an active participant of the Board; however, will not have voting privileges.

**Appendix A: Religious Club Recognition Guidelines**

**Recognition of Clubs**

Students who wish to form religious clubs will complete an Application for Club Recognition Form, through the RIT Student Government. Prior to the application’s approval by the Club Review Board, the application must be submitted to the Director of the Center for Religious Life for an administrative review and discussion regarding the expectations required for a religious club. As with all clubs, membership must be open to all students, and must be voluntary on the part of the participants.

Recognition for religious clubs will allow the club the same privileges as other student clubs as long as they are not affiliated with any external entities or their staff that has not been approved by the Director of the Center for Religious Life. Advisors for all religious
clubs must be full-time faculty or staff members at RIT, unless otherwise approved by the Director of the Center for Religious Life, and the Director of the Center for Campus Life.

Privileges for recognized clubs include free use of space, access to institute resources, permission to use RIT’s name when advertising events, an ability to obtain funds from Student Government and other formalized funders at RIT, and seek a faculty/staff advisor, as listed in the Club Recognition Guidelines. Space requests will be coordinated through the Center for Religious Life, in conjunction with other offices that coordinate room reservations on campus. All religious clubs will be allowed space for one meeting per week on campus, and other special events that are registered and approved by the Center for Campus Life.

Additionally, the student leaders of these organizations will be required to meet with the Director of the Center for Religious Life on a semesterly basis. The purposes of these meetings are: to discuss their respective programming and meeting calendars; assess their respective needs; facilitate communication to avoid schedule conflicts; and optimally enhance centralized programs. The clubs’ activities and meetings will be arranged into a calendar for the center.

Failure to attend these semesterly meetings or work cooperatively with the Center for Religious Life may result in revocation of the organizations’ activities and reservations for the semester.

**Recognition of Clubs Associated with External Entities**

Students may request to form clubs that are affiliated with external entities. These entities are associated with non-denominational college-based programs (i.e. Hillel, Intervarsity Christian Fellowship, Campus Crusade for Christ). These organizations and their relationship to the club MUST be clearly identified at the time of club application. Regional or national meetings with affiliated programs for external constituencies will be considered an external event and referred to Office of Government and Community Relations as a conference. Clubs may not affiliate with or represent denominational or nondenominational institutions (i.e. churches, synagogues, mosques, or organized communities) without the approval of the Director of the Center for Religious Life. The applications will be reviewed by the Director of the Center for Religious Life and the Assistant Director of Campus Life Programs to assess potential conflict that may occur with institute policies and procedures. External organizations which fail to comply with these standards will not be approved, or may have their recognition rescinded.

Student clubs may not be affiliated with denominational institutions (i.e. churches, synagogues, mosques, traditions, or communities).

**Event Registration**
Clubs are not required to register business meetings. Events must be registered according to the Event Registration Procedures outlined in the Student Rights and Responsibilities.

Appendix B: Club Sport Recognition Guidelines

Statement of Philosophy

Rochester Institute of Technology Student Government recognizes and supports the role and value of Club Sports as a form of educational recreation, promoting physical cognitive, social, and emotional growth.

Mission

Club Sports at Rochester Institute of Technology provide opportunities for students to participate in selected sports organizations at a greater level of engagement, providing training, skill development, and competitive activities with teams from other universities as alternatives to intramurals and varsity athletic teams. These Club Sport organizations provide athletic activities where sport skills, personal leadership skills, and group dynamics are exercised in a structured manner within the context of a safe and integrated program.

Vision

The vision of the Sport Clubs program is to provide an arena whereby students may become student-initiated and student-managed organizations which are involved in the RIT community in such a manner so as to increase their affinity to the university, experience a team and group phenomena within the context of competitive sports while representing RIT, and create long lasting memories and friendships.

Objectives of Club Sports

The Club Sports Program at Rochester Institute of Technology is recognized by the RIT Student Government and coordinated by the Center for Human Performance in an effort to:

- Develop determination, courage, self-fulfillment, emotional control, and the skills to perform effectively in a competitive environment.
- Ensure the welfare and safety of all participants.
- Promote the health and fitness of students.
- Develop sportsmanship and teamwork.
- Provide programmatic and safety regulations to assist them in program development.
• Provide administrative services and policies that apply equally to all club sports within a manageable system that is overseen by Student Government and the Center for Human Performance.
• Provide a catalyst for promoting school pride, spirit and unity.
• Promote interaction between various colleges.

Policies for Recreational Club Sports

A. Terms of Recognition

1. Varsity vs. Club
   Club sports can only be recognized in areas where RIT does not sponsor both a varsity and intramural sport.

2. Recognition is an official status given to various student groups who wish to function at RIT. It grants certain privileges and responsibilities to these organizations. These privileges are granted with the assumption that the organization acts within and complements the Institute’s educational mission as listed in the RIT Education and Access goals.

3. The President of RIT, as the chief administrative officer on the campus, or his/her designee may grant or withdraw recognition from any campus organization.

4. Recognition requires that each group must agree to carry on their activities in a manner that complies with RIT’s Student Rights and Responsibilities and Institute’s regulations and does not violate federal, state, or local laws.

5. Official Recognition can be refused or revoked at any time if the group:
   • Contradicts the objectives and mission of SG and/or RIT, or the spirit of these Guidelines
   • Engages in activities that interfere with normal activities of the Institute or the rights of others within the Institute
   • Engages in activities that present danger to property, personnel and/or functions of the Institute
   • Refuses to comply with federal or state laws, or Institute rules and regulations.

6. Alumni are not allowed to participate in any competitive activity, including practices, official meets or games, and formal scrimmages. (Alumni scrimmages may occur when properly administered through event registration.)

7. There will be a Club Sports Meeting Semesterly and it is required that all members from Club Sports teams attend. This meeting will be coordinated by the Assistant Director for Campus Life Programs and the Center for Human Performance.

8. For the Budget process please see the Club Budget Manual, which can be found online at http://clubs.rit.edu/resources.php.

B. Eligibility

1. Participation is limited to students who are registered in the present semester. Officers and Captains are limited to students who are in good standing (not on a current sanction of Disciplinary Probation or more severe sanction) according to
RIT’s judicial and academic policies (not on a current sanction of Academic Probation or sanction more severe).

2. Depending on the particular league, participants may not be active or have been previously active in professional sports.

3. Participants must also:
   - Have completed an Agreement to Participate Form
   - Have Medical Insurance coverage
   - Have proof of coverage at all games
   - Meet the membership requirements of the club’s Constitution (approved by the Center for Campus Life and the Club Review Board)

C. Club Coach Responsibilities

1. Position Title: Club Coach (Men’s and Women’s)
2. Center: Intercollegiate Athletics
3. Supervisor: Director of Intercollegiate Athletics
4. When applicable, the coach is a volunteer position and may be staff, faculty, or non-RIT community member (non-student) who has specialized in the area of concern and is approved by the Assistant Director for Intramurals and Club Sports. All expenses must be approved by Campus Life and Student Government prior to travel and equipment purchases.
5. Guidelines to becoming the Coach:
   - The President must submit a request for volunteer coach Appraisal Approval
   - A short resume showing experience, certifications, licenses and references etc. must be submitted to the Assistant Director for Campus Life and the CCL Sports Coordinator
   - A short screening meeting must take place (with the above information ready)
   - Once approved the Club Sports Coaches will have access to the SLC complementary membership
   - Volunteer coaches are not employees of RIT
   - Volunteer coach is a one school year term and can be dismissed by Campus Life and CIAR at any time.
6. Duties are to:
   - Develop and improve skills
   - Coordinate practices and game schedules
   - Develop and employ safety procedures
   - Attend games, home and away, and practices
   - Coordinate equipment and supplies with the club president
   - Make sure all injury reports are filed with Public Safety
   - Promote good sportsmanship on and off the field
   - Make sure the club follows all Club Sports and RIT policies
7. Specific Duties:
   - Advertisement of Student-athletes
   - Serve as a positive role model for the student-athletes
   - Develop and maintain effective communication with team members
• Utilization of effective motivational techniques
• Develop and implement fair and equitable team policies and training rules
• Establish effective relations and communication with deaf student-athletes

8. Evaluation Process:

• Coach applications must be submitted once a year
• A variation of an upward Appraisal including:
  o Attendance
  o Organizational Skills
  o Knowledge/Coach Skill/ Did education happen?
  o Sportsmanship
  o Followed Club Guidelines
  o Safety Practices

D. Club President Responsibilities

Duties are to:

• Administer club meetings
• Serve as a liaison between the club and Student Government, Assistant Director for Campus Life Programs, and Assistant Director for Intramurals and Club Sports
• Hand in a completed roster, insurance coverage forms, release forms for all members and Injury Report Forms
• Keep an updated roster with the Center for Campus Life
• Prepare and submit an annual budget
• Responsible for the conduct of the team
• Update club constitution
• Complete any additional duties which may be outlined in club by-laws
• Ensure that all equipment used by any member is in good working order
• Coordinate travel arrangements for the club when appropriate, including financial transactions and documentation during trips
• Be responsible for ensuring the legitimacy of the officials for each event

E. Club Advisor Responsibilities

Each group is required to maintain an advisor who is a full-time faculty or staff member of RIT. The advisor will be responsible for attending meetings, signing Student Government financial request forms and providing general assistance to the group as outlined in the Advisor’s Manual.

F. Class Attendance

Academics is a priority, no classes should be missed due to practice or athletic events. Choosing to miss class is the sole responsibility of the student.

G. Travel

Before any travel arrangements can be made, a travel form must be completed and submitted to Event Registration (EVR). By submitting a travel form to EVR the
travel will be registered. Once the travel is registered, EVR will send you an email confirming the travel. Once that email is sent out, travel arrangements can be made with the Financial Coordinator for CCL. All travel arrangements will be made with the Student Financial Coordinator at least 2 weeks prior to the trip. There will be no reimbursement for travel expenses which are not previously approved. During the actual trip, the club is expected to uphold the image of RIT and act in a sportsmanlike manner when visiting off campus competitions. Team Members and their guests are expected to follow the Code of Conduct contained in the RIT Rights and Responsibilities Handbook regardless of whether they are on or off campus. Groups of team members can be held accountable for the Code of Conduct for official and unofficial business.

**Warning:** Travel in participants’ cars is discouraged and is not covered by RIT insurance policies. The driver’s/owner’s personal insurance is considered the primary carrier when students choose to travel in their own cars.

Different options or Van rentals:

- Van through SG (free)
- Vans through Public Safety
- Vans through rental company with discussion of insurance

Coach Reimbursements for travel can only occur when approved by the Assistant Director for Campus Life Programs. The funds will be taken directly from the club sport budget.

**H. Insurance and Medical Consideration for Participants**

1. Each club member must complete an Agreement to Participate Form and submit it to the Assistant Director for Intramurals and Club Sports prior to participation in any club activity.
2. Each participant shares with the other members the concern and responsibilities for safety and agrees to follow safe procedures and to avoid unnecessary, hazardous situations.
3. Participants are responsible for discussing any known physical problem which may limit participation in the club sports program with the Student Health Services medical staff (located in the Student Life Center South side, first floor) or with their family doctor, as well as the coach. This must be accomplished prior to participation.
4. Participants are obligated to wear proper dress and required protective equipment.
5. Should an injury occur during participation in the activity, an RIT Club Sports Injury Report (See Appendix 3) must be filed with the Assistant Director for
Intramurals and Club Sports and Campus Safety within 24 hours. A copy will be sent to the Assistant Director for Campus Life.

6. Participants must carry some form of health care insurance. Personal health insurance is required for all members who will travel off campus to participate in club related activities.

7. An injured participant is responsible for all financial obligations and for any treatment necessitated by an injury.

8. Participants are responsible for proper conditioning as a prerequisite for participation.

9. CPR and First Aid training is highly recommended for members of Club Sports.

I. Game Scheduling

Before home games can be finalized, the president will have to clear times and field reservations through the Office of the Center for Human Performance. The schedule must be submitted to the Assistant Director for Campus Life Programs at least one month prior to the time of the game. All approved schedules and crowd expectations should be reported to Campus Safety and Event Registration.

J. Scheduling Guidelines

Sports Clubs should:

- Arrange a tentative schedule for fall in the spring and for spring in the fall.
- Arrange a schedule with clubs that have comparable ability.
- Advise the opponent’s president and RIT if the event has a postponement or cancellation.

K. Game Officials

1. The Center for Human Performance does not approve the officials. Officials must prove league affiliation at least one month in advance of the competition, in conjunction with the Center for Campus Life.

2. Certified game officials must be contacted to officiate all club sports activities. These officials must be paid with a certified RIT check.

3. Payment by RIT Check writing only.

4. Name, address & social security number and completion of a W-9 Tax form are required.

5. Dates of services are required.

6. 10 business days needed for check.

L. Conduct and Ethical Standards

All club members shall be expected to act in a mature, sensible and responsible manner both on and off campus and in club related activities and situations. Each club member is representing RIT and will be expected to be a credit to the RIT Sports Club program. Members collectively have the following responsibilities: The writing of and compliance with their own constitution and by-laws in collaboration and approval from Campus Life. They will need to follow Student Government Club Guidelines, establishment of the duties of their executive boards, and development of an annual budget.
M. Hazing

The RIT definition and policy regarding hazing can be found in the RIT Code of Conduct, Section 10, listed within The Student Rights and Responsibilities.

N. Use of Space

1. Club Sport representatives can request the use of indoor and field facilities for practice and competition through the Assistant Director for Intramurals and Club Sports located in the Student Life Center (SLC).
2. Requests for the Club/Intramural fields and Student Life Center can be submitted to the Main Office of the SLC on a Facility Reservation request form.
3. Upon the completed scheduling of the Intramural programming, unused weekday time will be granted to the Clubs requesting time during the semester. Saturday and Sunday times are available on a first come, first served basis. Saturday times are 12 noon to 2 p.m. Sunday times are 10 a.m. to 12 noon in the SLC. Approval is based on availability of space and compliance with usage policy.
4. Requested times must coincide with normal building operating hours.
5. The fields behind Grace Watson Hall and the Club field must also be scheduled with the Assistant Director for Intramurals and Club Sports. Special events involving entry fees, outside sponsorship fund-raising activities or social events must be cleared through Event Registration in the Center for Campus Life.
Appendix C: Standing Rules of the Club Review Board

1. Mission
   a. To act as an advisory board that oversees all policies and procedures that relate to Student Government’s recognized clubs and provide recommendations concerning these policies and procedures to the Student Government President, Student Government Senate, and the Assistant Director for Campus Life Programming.

2. Membership
   a. Shall be chaired by the Representative at Large with an advisor appointed by the Center for Campus Life.
   b. Each semester, eight (8) clubs will be identified as being required to have one (1) active member from their organization sit as a representative on the CRB for a term of one (1) semester.
      i. Representative from the required clubs will comprise a board consisting of three (3) representatives from clubs designated as Hobby or Music based, two (2) representatives from clubs designated as Career based, and one (1) representative each from clubs designated as Sports, Ethnic, and Religious based. These clubs will be selected randomly from their respective categories, and clubs will not be required to serve until all clubs have served their terms.
   c. Representatives on CRB do not have to hold a position on their club’s respective Executive Board, and the same representative does not have to attend every meeting.
   d. Voluntary membership is also open to any student in good standing with a club recognized by Student Government.
      i. Voluntary members to the CRB who are active members in two (2) or more clubs reserve the right to choose which club they will represent. However, this must stay consistent throughout the semester.

3. Structure
   a. For Fall Semester, the eight (8) clubs will be notified in week one (1) that a member in good standing must represent their club at CRB. The name of the representative must be provided by the end of the second week, and CRB meetings will begin in week three (3).
   b. For Spring Semester, selected clubs will be notified by week seven (7) of the previous semester, and will be required to submit the name of their representative by week fourteen (14). CRB meetings will begin in week one (1) of the following semester.
   c. In the case that a club cannot send a member to any CRB meeting, that club shall appeal to the current CRB and explain their reasoning. By majority vote, the CRB can delay the selected club’s term on the CRB for one (1) semester.
d. For Fall Semester, appeals will be made in the third week with the new CRB.
e. No club shall be allowed to delay their term more than two semesters. After two semesters, the club’s budget will be frozen until a member attends a CRB meeting or until the following semester.
f. The Club Review Board will be inactive summer term.

4. Attendance
a. A quorum is achieved in the CRB with at least five (5) members and the Representative at Large present at a meeting.
b. If any of the eight (8) selected clubs is unrepresented at two meetings during a semester, the Representative at Large will send that club a formal letter of warning. Thereafter, a missed meeting will result in the club’s budget being frozen. The freeze will be lifted after a member of the club attends a CRB meeting or by majority vote of the other members of the CRB.

5. Responsibilities
a. The Representative at Large will work with the CRB Advisor and the Club’s Graduate Assistant (Clubs GA) to establish meeting times and agendas and will keep attendance at all meetings.
b. CRB shall annually review Club Guidelines.
c. CRB shall make recommendations on any Institute policy or procedure that affects clubs at RIT to be presented by the Representative at Large to the Student Government President and Student Government Senate.
d. CRB shall decide Programming and Community Service Club-of-the-Semester for fall and spring semesters to be awarded during the first week of the following semester.
e. CRB shall decide Community Service Club of the Year and Programming Club of the Year to be awarded at the Student Government banquet.
f. The Representative at Large will report weekly to the Student Government President. This report will include any clubs that were recognized or denied, guidelines or policies that were changed, and any required members that were not present.

6. Procedure
a. CRB shall make recommendations to grant or deny club recognition to the Assistant Director for Campus Life Programming.
   i. In order to be recognized, clubs must adhere to the “Student Organization Recognition Guidelines” as established and updated by the Center for Campus Life in coordination with Student Government.
   ii. Following recognition, the CRB shall recommend the appropriate category for the club and may also make recommendations concerning the club’s name and budget.
b. The CRB does not adhere to Robert’s Rules of Order, and the meetings will not be formal. However, quorum and majority vote will be used in determining voting outcomes.
c. Each member will be allowed one vote with the exception that if two members are representing the same club, only one will be allowed to vote.
d. The Representative at Large will only cast a vote in the case of a tie.
e. At the completion of meetings, voting records will only show a “passed” or “not-passed” result. No other records shall be kept.
f. No member shall be allowed to take part in a vote that directly affects a club from which they are a member of, regardless of whether they are specifically representing that club or not.
Appendix D: Standing Rules of the Elections Committee

1. Each candidate shall be allowed a public relations allotment of 50 black and white copies to be made in the Student Government office. Candidates must see the Student Government Office Manager for copying.

2. The candidates are not permitted to engage in any destructive action against any other opponent. This means tearing down flyers, slander, or any other unprofessional manner. Such actions may result in consequences deemed appropriate by the Elections Committee.

3. No advertising for candidates may be placed in the Student Government Office. Student Government will provide the Posting Procedures for Advertisement & Announcements from the Center for Campus Life.

   a. While the Posting Procedures for Advertisement & Announcements are maintained by the Center for Campus Life, all candidate questions and concerns about these rules should be brought forward to the Student Government Elections Committee.

4. On election dates, candidates, or anyone soliciting for them, must remain 50 feet away from Student Government voting booths. Approaching people to solicit votes with a laptop or other device is prohibited.

5. Computer labs can be used for academic purposes, however at no time can a candidate advertise or solicit votes within the computer labs.

6. Candidates hold themselves responsible for their actions and anyone acting on their behalf. The division of Student Affairs, the Center for Campus Life, Student Government, or the Elections Committee will not assume responsibility for candidate actions. This includes any measures taken in advertising or soliciting.

7. Student Government is an equal opportunity vehicle for advertising. We obligate ourselves to inform students and staff the elections.

8. Student Government shall hold information sessions promoting the elections process and detailing the various responsibilities for each office available.

   a. Student Government shall have applications for candidacy (elections packets) available for pick-up during these information sessions.

   b. Interested Candidates shall have the opportunity to receive an application for candidacy by arranging a meeting with the chair of the Elections Committee, should they be unable to attend any of the scheduled information sessions.
9. Student Government candidates who are current employees of Student Government, whether elected or unelected are not permitted to use any benefits or privileges associated with their current position to promote their platforms or themselves. This includes, but is not limited to, office resources, email accounts and Student Government websites.

10. All disputes or grievances regarding the election should be directed to a specific email address for the elections committee, which will be published in the election packets. Members of the elections committee, if contacted directly by a candidate, cannot respond to the complaint and are only permitted to forward it to the other members of the committee. The Chair of the Elections Committee is only permitted to respond that the grievance was received until the Elections Committee has discussed the subject.

11. Student Government defines campaigning as the dispersal of propaganda, in print and or electronic forms, by prospective candidates to solicit votes from students. Included in propaganda are all visual forms of media and any form of personal communication that exceeds a reasonable level of speculation for candidacy. The schedule for campaigning is as follows:

   a. At the start of the first (1st) week of week of Spring Semester, prospective candidates are allowed to solicit votes through personal communication. Visual forms of media and Internet communications are not allowed, but prospective candidates can have direct interaction with voters and are not constrained only to speculation.

   b. On the third (3rd) week of Spring Semester, candidates may begin an unofficial campaign. This unofficial campaign permits the use of digital forms of media including social media outlets and RIT email. However, the use of campus postings and any of RIT news services, including any of RIT’s official social networking sites and pages found on RIT’s Social Media page, are not allowed for advertising. The use of TV displays or computer displays on campus is also prohibited for prospective candidate advertising.

   c. Applications to campaign are due at 12pm on Friday of the fifth (5th) week of Spring Semester.

      i. The Elections Committee reserves the right to re-open the application process for a period of no more than two (2) weeks, only if there are zero (0) eligible applications to campaign returned during the initial application period.

      ii. In the event that the application period for a constituency is re-opened the Director of Public Relations shall work in coordination with the chair of the Elections Committee to solicit interest within that constituency.
iii. If an office still has zero (0) eligible candidates after the application period has been re-opened, the election for that office will not be held during Spring Semester pursuant to the guidelines of Article III Section 5 of the Student Government By-laws.

d. After candidates are verified as eligible to run, Student Government does not place special restrictions on campaigning. Candidates are expected to follow all Institute policies and previously stated rules of the Elections Committee.

i. Candidates may not solicit support or endorsements from university employees.

ii. Candidates may not attempt to solicit votes or endorsements through the use of RIT venues, or any subset of RIT. This includes the use of RIT Message Center, RITchie, RIT Governance Group announcements, and other resources considered to be a representation of the Rochester Institute of Technology.
Appendix E: Standing Rules of the MSO Budget Review Process

A) Introduction
   1. The purpose of the Review Process is to:
      i. Ensure MSOs are meeting the full needs of their constituencies.
      ii. Instill accountability in MSO leadership.
      iii. Reward MSOs for outstanding performance.
   2. All MSOs relying on Student Activities Fee for funding shall be subject to these policies and procedures.

B) Goal Setting and Assessment
   1. MSO leaders shall work with the Director of Organization Recognition to establish, revise, and assess their goals throughout the year.
   2. Goals shall include semesterly and yearly objectives.
   3. Goals shall be structured to include: (1) Exceeding expectations, (2) Meeting expectations, and (3) Not meeting expectations.
   4. Goals shall be derived from, but not be limited to, the MSOs constitution and should be quantitative whenever possible, i.e. number of people per event, number of events per semester, percent of budget spent on co-sponsorship, etc.
   5. Goals shall include, but not be limited to: fiscal and social responsibility, proper representation, co-sponsorship/co-hosting with other MSOs, an effort to work with SG, yearly assessments, and a proper elections process.

C) Schedule
   1. Initial goals shall be approved by the SG President prior to the Leadership Retreat, or by October 1. Goals shall then be presented at the Leadership Retreat.
   2. MSO leaders wishing to revise their goals shall meet with the Director of Organization Recognition prior to November 15. Revised goals up to November 15 shall be used for all hearings and reviews.
   3. MSO Leaders shall meet with the Director of Organization Recognition once in January to assess and document progress in relation to set goals.
   4. Budget reviews shall be scheduled prior to the end of Fall Semester. Reviews shall be held before week 10 of Spring Semester.
   5. Budget review results will be communicated to the MSOs by the SG Finance Director.
   6. Appeals to the budget review decisions must be resolved by the end of week 13 of Spring Semester. If, for some reason, this is not possible, then the Director for Campus Life will make a decision and communicate it with the concerned MSO(s).

D) Budget Reviews
   1. Each MSO shall be given one (1) hour to accurately convey the extent to which their respective goals were accomplished and to answer any questions by the Budget Committee.
   2. The MSO under review may have up to three (3) members of its executive board present at the time of the hearing.
   3. The Director of Organization Recognition is responsible for providing the Budget Committee members with the mid-year assessments.
4. Based on the extent to which goals were met, the Budget Committee shall determine the change in budget for the upcoming year.
5. The Budget Committee shall present a written report of up to two pages documenting the reason for their decision.

E) Evaluation for Budget Reviews
1. Budgets may have a maximum increase or decrease of 10% depending on available funds in the Center for Campus Life (CCL).
2. Budget increases or decreases shall be from the base budget, not year-over-year.
3. If overall budget allocation is less than the total amount allocated for base budgets, the remaining fees shall be given to Finance Committee to be given out as additional funds.
4. MSOs achieving the majority of goals in the “Exceeding Expectations” category, as interpreted by the Budget Committee, shall be strong candidates for a budget increase.
5. MSOs failing to meet the majority of goals in the “Meeting Expectations” category, as interpreted by the Budget Committee, shall be strong candidates for a budget decrease.

F) Appeals Hearings
1. Only MSOs receiving a budget less than their base budget during the previous year’s Budget Review may appeal.
2. All appeals will be heard by the Budget Appeals Committee.
3. Each MSO will be given one (1) hour to justify a budget increase.
4. The MSO under review may have up to three (3) members of its executive board present at the time of its hearing.
5. The Budget Committee may increase the MSO’s budget by up to the difference between its base budget and the current year’s budget.

G) Evaluation for Appeals Hearings
1. MSOs that earn back any portion of their budget must meet the minimum criteria of (1) being on track to accomplish all goals in the “Meeting Expectations” category, and (2) showing no signs of repeating the shortcomings from the previous year.
2. For criteria two (2), the Budget Committee shall reference the previous year’s budget report.
3. All decisions are based on the interpretation by the Budget committee.

H) Committees
1. The Budget Committee: This committee shall consist of 4 members. The SG President, Finance Director, and Director for Organization Recognition along with a staff member from Campus Life will comprise this committee.
2. The Budget Appeals Committee: This committee will consist of 5 members. The SG Director for Organization Recognition along with 3 senators (or community representatives) and a CCL staff member will comprise this committee.

I) Voting on Appeals
1. The Budget Appeals Committee shall not adhere to Robert’s Rules of Order, and the meetings shall not be formal. However, quorum and majority vote shall be used to determine voting outcomes.
2. Five out of the seven members of the Budget Appeals Committee must be present for quorum to exist.

3. At the completion of a hearing or a review, voting records shall only show a “passed” or a “not-passed” result. This shall be included in the review report.
Appendix F: Standing Rules of the Competitive Club Sports Federation

Competitive Sports Club Federation (CSCF)

1. Mission
   
   a. To act as an advisory board which oversees the policies related to and the recognition of Competitive Sports Clubs in adherence of the Competitive Sports Club Handbook maintained by the Center for Campus Life.

2. CSCF Meeting and Attendance Requirements
   
   a. It is the responsibility of the Club Sports Graduate Assistant to organize CSCF meetings, including reserving a room, communicating meeting time and locations, and creating the agenda (interpreter requests as well, pending need)
   
   b. At all times, the Club Sports Graduate Assistant and the SG Director of Clubs and Organizations have authority and discretion on Federation issues.
   
   c. Meetings should be held at least 5 times per semester (but not more frequently than once weekly) at the discretion of the Club Sports Graduate Assistant and the SG Director of Clubs and Organizations.
   
   d. The SG Director of Finance, the Financial Coordinator for Clubs, and other relevant guests may be invited to sit in on CSCF meetings to provide further insights and information to the Federation’s members upon request by the Club Sports Graduate Assistant or the SG Director of Clubs and Organizations.
   
   e. Attendance by each club sport is mandatory to all Federation meetings.
      
      i. If a club sport misses 2 consecutive CSCF meetings, the club will be put on HOLD for 1 Week and will not be allowed to compete, reserve rooms, and complete financial transactions during this period.
      
      ii. Each Competitive Sports Club is required to send one representative to each CSCF meeting.