Constitution of the Eastman School of Music Students’ Association

Preamble
We the undergraduates of the Eastman School of Music, in order to form an official and representative organization of undergraduate students, to provide an official voice through which student opinions may be expressed, to act as a liaison between the student body and the administration, and to provide means for responsible and effective student participation in the organization of student affairs and activities, do ordain and establish this Constitution of the Eastman Students’ Association.

Article I: Membership and Eligibility
Section 1.1 Eligibility
All Eastman School of Music undergraduate students who have paid the mandatory student activity fee are considered full members of the Eastman Students’ Association. All student organizations recognized or sponsored by the Students’ Association must be open to all undergraduate students, and must not compete with any academic programs or interests.

Section 1.2 Associate Membership
All other students enrolled in any of the other University of Rochester schools, as well as all Eastman School of Music graduate students, shall be granted Associate Memberships in the Eastman Students’ Association. Associate members shall possess all the rights and privileges granted to full members, except for the right to vote in elections and referenda, and the right to hold executive positions in Eastman Students’ Association.

Section 1.3 Discrimination
The Eastman Students’ Association shall not discriminate against any person for any reason, including race, religion, color, gender, gender expression, sexual orientation, handicap, age, or political affiliation. No division or group that is governed by the Students’ Association may discriminate against any person because of the aforementioned reasons. Please refer to University Policy 106: https://www.rochester.edu/working/hr/policies/pdfpolicies/106.pdf

Section 1.4 Hazing
Hazing, defined as the harassment of one individual by another individual or organization, is not permitted by the Eastman Students’ Association. Behavior prohibited under this rule includes actions threatening substantial risk of physical or mental injury; actions exposing the individual to distressing, repulsive, or alarming situations or sensations; forced consumption of alcohol or drugs; actions in the form of social pressure which might cause harm to an individual. Please refer to the University policy on Hazing: https://www.rochester.edu/college/cscm/assets/pdf/Standards%20of%20Student%20Conduct%202015-2016.pdf and here: http://www.rochester.edu/college/fsa/hazing/index.html

Article II: Organization Membership and Eligibility
Section 2.1 Conduct

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All student organizations recognized or sponsored by the Students’ Association must comply with all federal and local laws, rules and regulations specified in the bylaws, and the University of Rochester Standards of Student Conduct. Please review the Code of Conduct here: https://www.rochester.edu/college/cscm/assets/pdf/Standards%20of%20Student%20Conduct%202015-2016.pdf

Article III: Executive Board

Section 3.1 Composition
The Executive Board will be comprised of four officers: President, Vice President, Secretary, and Treasurer.

Section 3.2 President and Vice President
The executive and advocacy power of the Students’ Association will be vested in the President, and the President will be the official representative of the student body. The President will preside over all Students’ Association meetings.

The Vice President will fill the President’s roles and duties in the case of the President’s absence. Full responsibilities of the President and Vice President shall be detailed in the bylaws.

Section 3.3 Executive Secretary
The Secretary shall be responsible for taking attendance minutes of all Students’ Association meetings. Full responsibilities of the Secretary shall be detailed in the bylaws.

Section 3.4 Executive Treasurer
The Treasurer is responsible for overseeing and approving the use of Students’ Association monies and funds. Full responsibilities of the Treasurer shall be detailed in the bylaws.

Section 3.5 Terms
All Executive Board members are elected in spring semester, for a one-year term, beginning immediately after the end of the previous school year.

Section 3.6 Election
The entire undergraduate body elects Executive Board members. The bylaws and Policy and Procedures Manual will determine the method of such elections and provide for a procedure to fill vacancies in the Executive Board offices.

Article IV: Sessions

Section 4.1 SA Council Composition
The Eastman Students’ Association Council, as defined in the Eastman Students’ Association Bylaws, shall be composed of selected council chairs, each representing one of six areas of interest. The SA Council will meet on the first and third Thursdays of every month during the academic school year, excluding holidays and other breaks observed by the University. The Executive Board President of the Eastman Students’ Association may call special meetings. Meetings may be cancelled by a unanimous vote of the Eastman Students’ Association Executive Board.

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Section 4.2 Terms
SA Council members must serve in the capacity for a full academic year. Should a position become vacant within an organization, the SA Executive Board must fulfill those duties until such a time as the position is filled. The manner in which vacancies are filled will be determined by the SA Executive Board in conjunction with their advisor(s).

Section 4.3 SA Council Meetings
Eastman Students’ Association Council meetings shall be open to all students. All such persons in attendance shall have rights of participation, except for that of voting, which is reserved for the members of the Students’ Association Council and student organization Presidents, if in attendance. The Executive Board may choose to designate a meeting as closed and private, open only to voting members.

Article V: Conduct
Section 5.1 Supremacy of Constitution and Bylaws
This Constitution, and the bylaws which will be made in pursuance thereof, will be the highest law of the Students’ Association.

Section 5.2 Records
The Students’ Association will keep a record of its proceedings and activities, and may periodically publish the same, except such parts that may require confidentiality.

Article VI: Revisions and Ratification
Section 6.1 Ratification
The ratification of more than two-thirds of the Eastman Students’ Association Council will be sufficient for the establishment of the Constitution.

Section 6.2 Revisions
The Executive Board will be granted authority to make appointments, set dates of expiration, establish bylaws, and provide for the general transition from the previous government. The Executive President may appoint a committee for maintaining and revising the Constitution and its bylaws.

Article VII: Amendments
Section 7.1 Revisions
At any time the Eastman Students’ Association Executive Board has the option to review the Constitution to determine if changes are needed.

Section 7.2 Voting
Changes will be proposed to the SA Council at the regularly scheduled meetings at which the proposed changes will be discussed. This meeting must be open and publicized to the entire Eastman undergraduate student body. Changes must be approved by more than two-thirds majority vote of those in attendance at the meeting in which voting occurs.

Section 7.3 Notification of Changes

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The Office of Student Activities as well as the undergraduate student body will be adequately notified of any significant changes.

Eastman Students’ Association
Bylaws and Policy and Procedure Manual

Part 1. Bylaws

Section 1. Introduction
A. Purpose
   1. The intent of the Bylaws and Policy and Procedure Manual are to explain the procedural and administrative conduct of the Eastman Students’ Association.

Section 2. Bylaws
A. The Executive Board shall maintain the Bylaws.
   1. The Executive Board may update, call for, and oversee revisions to be proposed to, and voted on, by the SA Council.

B. Revision
   1. The Bylaws may be changed by more than two-thirds vote of Students’ Association Council members.
   2. Proposed revisions must be submitted to the Office of Student Activities two meetings before the voting meeting takes place.
   3. Proposed revisions must be presented to the Students’ Association one meeting before voting occurs.

Article II: Elections
Section 1. Eligibility for Election to SA Executive Board
A. Any full-time member of the Eastman undergraduate student body may run for an open position on the Executive Board, excluding Executive President.
B. Any person wishing to run for Executive President must be entering his/her junior or senior year and must have held an elected leadership position within the Students’ Association.
C. A person is eligible to run for up to two positions with two separate platforms in a given year, but may not accept both positions.
D. If a person will be studying abroad during the year in which he/she will be running for an elected position, such person may not run for the position. A person may, however, run for an elected position while abroad for a position upon their return.
E. All students must be in good academic and student conduct standing.

Section 2. Executive Board Election Procedure
A. Nominations for Eastman Students’ Association Executive Board officers shall take place annually before Spring Break.
B. Meetings at which nominations are held must be adequately publicized by SA at least two weeks in advance of the election time.

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C. Once nominated, persons must submit a candidacy application to the Office of Student Activities by the decided deadline.
D. Elections shall be run at the discretion of the Executive Board in conjunction with the Office of Student Activities.
E. The President of the Executive Board cannot hold more than one position.
F. A person may not be elected to more than one Executive Board position.
   1. If a candidate wins more than one Executive Board position, the candidate must choose which position he/she intends to fill.
   2. The runner up for whichever position the candidate chooses not to fill will be elected to that position.
   3. If there is no runner up, the position is treated as a vacancy.

Section 3. Student Organization Elections
A. All organizations are required to have a President, and if funded, a Treasurer. Organizations are encouraged to create additional elected positions that meet the needs of their organization.
B. Elections must be held on-campus, in accordance with the organization’s constitution, and no later than Spring Break annually.
C. The president of an organization may not hold more than one position within that organization. In the event of a mid-year vacancy, the president is permitted to fill that role for the interim, until elections can be held to fill the vacancy.
D. A student may not hold more than one presidential position in a given academic year.
E. Organizations are responsible for informing the Students’ Association Executive Board and Office of Student Activities of the results of their elections as soon as information is available.
F. Student organizations’ elected officials must adhere to the eligibility rules in Article II Section 1.

Article III. Vacancies, Removals, Resignations
Section 1. Vacancy
A. Vacancy is defined as any office not occupied, and may be caused by ineligibility, removal, or resignation.
Section 2. SA Executive Board Vacancy
A. If an Executive Board position has been vacated, an election must occur within three weeks of the vacancy.
B. Depending on time of year, nature of circumstances, and/or position vacant, the SA Executive Board may propose to the council that an existing council member may be elected by majority vote. If no council member fills vacant board position, the SA Executive Board, by majority vote, may operate with the position vacant.
C. Should the Executive President vacate, the Executive Vice President will fill that position immediately. The SA Executive Board will then hold elections for the Executive Vice President position.
   1. Depending on time of year, nature of circumstances, and/or position vacant, Executive Board may propose to the council that an existing council member may be elected by majority vote. If no council member fills vacant
board position, the SA Executive Board, by majority vote, may operate with the position vacant.

D. Removal of an Executive Board member
1. An Executive Board member may be considered for removal if found incapable of completing his/her responsibilities and duties effectively.
2. An Executive Board member may be considered for removal if found to be in poor academic or conduct standing.
3. Suggestions for the removal of an Executive Board member will be brought forward by any member of the undergraduate class or Eastman faculty or staff to the Office of Student Activities.
4. The Office of Student Activities shall review the suggestion and recommend whether or not the Executive Board member shall be considered for removal.
5. The Office of Student Activities recommendation shall be brought to an SA meeting no sooner than one meeting before the voting on the removal will occur.
6. The Executive Board member in question has the right to defend his or her actions at said SA meeting.
7. It takes a two-thirds majority vote by the voting members to remove the Executive Board member from his/her position.

Section 4. Student Organization Leadership Vacancy
A. Organizations are required to have a President, and Treasurer if funded. If either of these positions become vacant, a new representative for that position must be elected within two weeks of the vacancy or risk de-recognition from SA and a revocation of funding.
B. An organization is required to notify the Executive Board and Office of Student Activities of any changes to their leadership.


Article I: Membership, Responsibilities of SA Positions
Section 1. Students’ Association Council
A. The Membership of the Students’ Association Council shall be:
   a. The Executive Board Officers of the Eastman Students’ Association
   b. The Council Chairs
B. All Student Organization Presidents shall also have voting power, if they are in attendance.

Section 2. SA Executive Board
A. The Executive Board shall uphold the rules and procedures of the Bylaws, Policy and Procedures Manual, and Constitution.
B. The responsibilities and duties of the Executive Board shall be divided between the four offices.
   1. Executive President
   2. Executive Vice President

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3. Executive Treasurer  
4. Executive Secretary  

C. The Executive President  
1. Acts as the chief administrator and representative of the Eastman Students’ Association;  
2. Presides over all meetings of the Eastman Students’ Association, the Eastman Students’ Association Council, and the Executive Board, ensuring orderly and democratic procedure at all meetings;  
3. Ensures that all decisions, projects, and recommendations authorized by the Eastman Students’ Association Council are carried out;  
4. Is empowered to call special meetings of the undergraduate student body under the name of Eastman Students’ Association, with approval of the Eastman Students’ Association Council;  
5. Is empowered to call special meetings of the Eastman Students’ Association Council in urgent situations;  
6. The President of the Eastman Students’ Association Council has the power to appoint ad hoc committees should the need arise. The President may appoint individual members of the student body to deal with special concerns and projects that do not require a full committee;  
7. May not hold another elected position, including an elected organizational position, during their term as President;  
8. May call a meeting of the Executive Board at any time.  

D. The Vice-President  
1. Assists the President in the execution of Presidential duties;  
2. Serves as parliamentarian at all meetings of the Executive Board, the Eastman Students’ Association Council, and the Eastman Students’ Association;  
3. Is responsible, in conjunction with the Office of Student Activities, for all the physical property of the Eastman Students’ Association;  
4. Is responsible for the review and management of potential and existing recognized organizations;  
5. Assumes the duties of the President in the event of the President’s absence or during times of vacancy due to resignation, removal, ineligibility, or death;  
6. May call a meeting of the Executive Board at any time.  

E. The Secretary  
1. Records the minutes of all Executive Board, Eastman Students’ Association Council, and Eastman Students’ Association meetings, and ensures that these minutes are made available to all members of the undergraduate student body and Office of Student Activities by Monday morning 9am EST following the meeting;  
2. Maintains a current list of all Eastman Students’ Association Council members, all recognized organizations, and works in conjunction with various organizations to keep their membership rosters up to date and on file with the Office of Student Activities;  
3. Takes roll at all Eastman Students’ Association Council meetings, keeps an accurate record of attendance, and issues warnings resulting from attendance...
problems;
4. May call a meeting of the Executive Board at any time.

F. The Treasurer
1. Responsible for assisting the Office of Student Activities with the disbursement and spending of the monies of the Eastman Students’ Association, monitoring expenditures on a regular basis, considering requests for expenditures for unforeseen expenses, and advising groups on budgetary matters.
2. Formulates, with the assistance of the Executive Board, and in partnership with all Eastman Students’ Association organizations and Office of Student Activities, a budget at the beginning of each school year.
3. Works collaboratively with Office of Student Activities to enforce all Eastman Students’ Association funding guidelines and spending policies.
4. May call a meeting of the Executive Board at any time.

Section 3. Students’ Association Council Chairs

A. Health & Wellness Chair(s)
   a. Responsible for all health and wellness related initiatives, including working on all WISE-sponsored events.
   b. Will meet regularly with UHS and UCC to understand their ongoing programs and to present new ideas to better serve the Eastman population.
   c. Manages coordination of the “Feel Fabulous in February” program.
   d. The chair is strongly encouraged to form a committee to assist in the execution of the afore-mentioned responsibilities.

B. Diversity Chair(s)
   a. Responsible, in conjunction with the Office of Student Activities, for the promotion of Diversity and Inclusion among the Eastman student body
   b. Heads the Council on Diversity at Eastman (CODE), a group of student peers who are passionate about exploring Diversity through a variety of initiatives and events. The chair is thus responsible for recruitment and maintenance of CODE.
   c. Responsible for planning events such as the Identities@Eastman panel discussions, and for working with the faculty-run Eastman Diversity Committee on larger projects.

C. Community Service Chair(s)
   a. Organizes and oversees all SA-run community engagement events. These include, but are not limited to, “Service for a Slice” on-campus events, collection drives (usually in tandem with the Office of Residential Life), and off-campus volunteer opportunities.
   b. Is expected to liaise with Student Organizations to encourage them to organize and/or co-sponsor service events. The chair is strongly encouraged to form a committee to assist in the execution of the afore-mentioned responsibilities.

D. Transportation and Safety & Security Chair(s)
   a. Serves as the advocate for students in all transportation- and safety-related concerns, bringing them to the appropriate

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committees/individuals and seeing them through to a satisfactory conclusion.

b. Attends the monthly Transportation Advisory Committee meetings and the biannual Safety & Security Meetings.

E. Dining Chair(s)
   a. Responsible for addressing all dining concerns of the student body and relaying them to Dining Services.
   b. Attends regular Dining meetings and reports to students why certain changes can or cannot be made.

F. Academics Chair(s)
   a. Responsible for bringing student concerns regarding academics and curriculum to the appropriate deans and/or committees.
   b. Serves as an advocate for Dual Degree students and represent Eastman interests within the University at large.
   c. Sits on the Curriculum Committee.

Article II. Sessions
Section 1. Rules of Order
   A. Eastman Students’ Association will meet as determined by the Executive Board.
   B. The Executive Board shall preside over the meetings.
   C. The Executive President shall have final authority to rule on all matters of interpretation of the Bylaws during the meeting unless overruled by more than two-thirds vote of quorum.

Section 2. Attendance Policy
   A. All Students’ Association Council Members must attend scheduled meetings called by the Students’ Association.
      1. No more than two excused absences** per member, per semester will be allowed by any student organization’s voting member of the Students’ Association Council.
      2. Upon the third absence of the semester of a student organization’s voting member of the Students’ Association Council (the Council), the Executive Board shall recommend the group be placed on probation.
      3. Tardiness, absence, or inappropriate conduct will be considered violation of probation.
      4. Upon violation of probation, the Executive Board may propose to the Council that the Council member in question be removed from his or her elected position.
      5. Any student organization with an unexcused absence may also risk having funds and privileges suspended or revoked.
      6. A Council member is highly encouraged to send a substitute who is also another elected member of the organization in his/her place during excused absences.

**Excused Absences are defined as:
   Formal written notice given to Students’ Association Executive Board Secretary at least two business days in advance of the meeting due to illness, serious injury, emergencies, or any obligation that directly

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pertains to one’s own degree requirements. Exceptions may be made on a case-by-case basis.

B. Any full or associate member of the Eastman Students’ Association may attend Council meetings, as sanctioned by the Constitution.

Section 3. Voting

A. Quorum: more than two-thirds of the voting membership shall constitute a quorum for the transaction of business.

B. The voting membership of the Students’ Association is composed of the Students’ Association Council as described in Article I, Section 1.

C. Voting Procedures

1. A Students’ Association Council member must motion to vote on a proposal. Another Students’ Association Council member must second the motion.
2. All decisions on primary motions shall be arrived at by simple majority using a hand vote unless otherwise specified by the Executive President.
3. Voting rights, on a per-issue basis, can be extended to the entire membership present by the unanimous consent of the present Students’ Association Council members.
4. The Executive President may only vote to break a tie.

D. Appeals

1. Any Students’ Association Member may challenge a decision by submitting an official appeal to the Executive Board. All appeals must be in writing.
2. The Executive Board may deny or grant any appeal.
3. If the appeal is granted, the challenge is heard by SA Council and must receive more than two-thirds majority vote for the decision in question to be reversed.

Article III. Student Organization Policies and Procedures

Section 1. Recognition of Student Organizations

A. Forming a new, SA-recognized group

1. The student leader of a proposed new group shall schedule a meeting with the Office of Student Activities to receive information about the process of forming and filing paperwork.
2. The new group shall begin the recognition process by submitting an Organizational Registration Form.
   a. The requirements of the Organizational Registration Form shall be that the group has a president (and if eligible for funding, also a treasurer) and fulfills a unique, co-curricular niche at Eastman. They must also have at least 8 additional active members outside of the groups’ executive board.
3. New groups may receive up to $30 from SA new group development funds for publicizing their upcoming general interest meeting and for light snacks.
4. The new group will by classified by the Office of Student Activities and Executive Board as one of the following classifications:
   a. Club
   b. Club Sport
   c. Entertainment Programming

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d. Fraternity/Sorority  
e. Pre-Professional  
f. Religious/Spiritual  
g. Cultural  
h. Awareness  
i. Political  
j. Community Service  
k. Publications/Media

5. With the approval of the Office of Student Activities and the SA Executive VP, and after turning in Part 1 of the New Organization Registration Form, the new group shall begin a preliminary group status of no more than 8 weeks. At this time, the group must also complete these additional steps:
   a. Write a draft constitution using the approved SA group constitution template, which outlines the purpose, goals, and structure of the group and has a mission statement;  
b. Elect an executive board;  
c. Hold a general interest meeting on campus and take attendance;  
d. Create a membership roster of at least 8 interested active members in addition to the elected officers;  
e. Work in conjunction with the Office of Student Activities and SA Executive Board to make sure the group is vibrant and sustainable;  
f. Finalize the group constitution and submit it for approval to the SA Executive Board and Office of Student Activities.  
g. This preliminary period may be shortened if the above requirements have already been met and found satisfactory by the Office of Student Activities and SA Executive Board.

6. Upon the expiration of the preliminary status period, the group must meet with the SA Executive Board and Office of Student Activities.
   a. The group must present a final version of a proposed constitution.  
b. If the group is eligible for funds, elected leaders may submit a proposed budget for the following academic year during the budgeting period.

7. Students’ Association Council will vote on full SA recognition by a more than two-thirds majority.

8. Additional notes on the process:
   a. The process of forming a new SA recognized group may not start later than eight weeks prior to the end of the spring semester.  
b. Weeks of vacation and break will not count in any records of timing.

B. The affiliation of organizations with the Students’ Association should be granted based on consideration of the fulfillment of the following principles and the intent of the organization in accordance with the SA Constitution.
   1. Any group applying for recognition by the Students’ Association must state its purpose and structure in the form of a constitution.
   2. Student organizations shall only be recognized if the purpose of the organization:
      a. Does not threaten the health, safety, or property of the members of the University community.

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b. Does not interfere with, or impair the function of the University as an educational institution.
c. Does not adversely affect the functioning of, or compete with, other recognized student organizations.
d. Does not compete with or infringe upon the academic curriculum.
e. Does not violate any section of the SA Constitution, standards of student conduct, University policies, and/or local or federal laws.
f. Does not violate the University’s Policy on Discrimination and Harassment (which can be found here: https://www.rochester.edu/working/hr/policies/pdfpolicies/106.pdf)
g. Fulfills the Nine Guiding Principles of Student Organizations.
   i. A Clear and Focused Mission Statement— All student organizations must have a clear and focused mission statement in their constitutions. Mission Statements should enhance the educational goals of the University of Rochester and Eastman School of Music, including: freedom, autonomy, community and responsibility as well as improving the campus community and undergraduate experience. Without a clear and focused mission, a student organization has no direction and no purpose on campus. Each organization must fill a unique and specific niche, and their specific intent must be clearly defined in the mission statement. All organizations are expected to operate within their stated missions.

   ii. Community-Focused Spending— Each SA funded group must serve the diverse members of the SA. Groups that simply consume SA funding solely on their members are of no value to the general student body or the betterment of the campus community. This community-focused spending can take many forms, including educational opportunities, skills training, community building activities, and entertainment programming. SA funded groups must also educate the general student body about the group’s mission, activities, and goals to ensure a diverse learning experience for all students on campus.

   iii. Membership— All student organizations are required to maintain and demonstrate a general and active membership sufficient to accomplish their missions and meet the Principles of ESM SA Student Organizations. To ensure accurate reporting, members of an organization must confirm their involvement in the organization. Without sufficient membership, too much strain is put on active members with less than desirable results. Also, inadequate membership is a sign that an organization is not unique enough, fulfilling a campus need, or sustainable, meaning there is simply not
enough interest on campus. In order to remain an active student organization, groups must demonstrate that they have at least 8 active general members in addition to the organization’s elected leadership board.

iv. Inclusion – All student organizations must be actively inclusive and welcoming of the diversity of the undergraduate students of the Eastman School of Music at University of Rochester. According to Article I, Section 1.3 of the ESM Students’ Association Constitution, "The Eastman Students’ Association shall not discriminate against any person for any reason including race, religion, color, gender, gender expression, sexual orientation, handicap, age, or political affiliation. No division or group that is governed by the Eastman Students’ Association shall discriminate against any person for any reason, including race, religion, color, gender, gender expression, sexual orientation, handicap, age, or political affiliation." All organizations must add to the quality of life on campus for every student and for this to be possible, inclusion is necessary. Organizations in violation of Article I, Section 1.3 will not be funded and risk de-recognition as a student organization. All organizations must also make the effort to be accessible to the student body through programming, activities, and collaboration. An organization whose membership is not open to the entire undergraduate body and is exclusive in nature, is not eligible for an annual budget, but is eligible for supplemental funding for programs that are open to the entire undergraduate student body.

v. Uniqueness – All student organizations must be unique and distinct from all other student organizations. This is necessary to prevent too many similar organizations. Similar organizations pull similar members, so the membership of each organization suffers. If the number of student organizations is not managed, resources such as space, money, advisors, and advisor time begin to run out and every organization on campus suffers. Student organizations that overlap, duplicate, or compete with the academic mission of Eastman School of Music will not be granted SA recognition.

vi. Programming, Activities, and Collaboration (PAC) – All student organizations are required to demonstrate through initiatives, programs, events, collaborations, and meetings that they are active within the Eastman campus community and enhancing undergraduate student life. Without PAC, an organization is inactive, ineffective, and not inclusive. Collaboration and co-sponsorship among organizations has

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been found to be successful at community building. Collaboration also sparks dialogue, connections, and saves resources. In order to improve the quality of life on campus, it is important for all student organizations to be collaborative within the campus community. SA funded groups are strongly encouraged to collaborate with other groups on their initiatives, programs, events, or major expenses. The goals of this requirement are:

a. To promote, establish, and maintain new and existing relationships between organizations;
b. To maximize the benefit to students realized by the pooling of funds and other resources;
c. To encourage the creative exchange of ideas between many groups;
d. To increase awareness by student organizations of each other’s programming calendar, thereby indirectly creating a well-planned and balanced calendar of events throughout the academic year.

vii. **Future Leadership Development** – All student organizations must invest in the future leadership of the organization in order to maintain recognized status. This should include recruitment, leadership opportunities, training, transitioning, and developing members. Such activities are essential to enhance an organization’s chance of succeeding and persisting. When an organization gains SA recognition, they are expected to remain a successful organization on campus for years to come. However, if there is no future leadership development, success is not possible, and SA de-recognition may occur.

viii. **Evaluation/Assessment** – All student organizations are required to evaluate their programs, activities, and collaborations. Organizations that evaluate and assess their mission, constitution, programs, publications, activities, and collaborations are able to evolve and remain sustainable. All organizations must evaluate themselves and what they have done in the past in order to continually improve. They also must assess themselves to make sure they have not strayed too far from their original mission. After each program groups must complete a Program Evaluation Form (P.E.F.). These can be found at [http://www.esm.rochester.edu/studentlife/files/Program-Evaluation-Form-PEF.pdf](http://www.esm.rochester.edu/studentlife/files/Program-Evaluation-Form-PEF.pdf) or in the Office of Student Activities. A P.E.F. must be turned in within 3 business days of the program, activity, or meeting.
ix. **Fiscal Responsibility**— After a group is awarded SA funds, it may spend that funding however it sees fit, so long as those expenditures do not violate SA Spending Guidelines and University Finance Policies. These groups are not to be judged for straying from their budgets as such a rule can stifle creativity. Rather, they will be judged on their ability to adhere to these SA Principles; accomplish the items listed in their mission statements; and use their resources in a fiscally responsible, reasonable, and forward-looking manner. The terms responsible and reasonable do not necessitate frugality; however, total spending should not exceed the group’s allocated annual budget, and expenses should not be extravagant. Groups should always consider both short and long term expenses and needs when making a purchasing decision.

**Section 2. Changing a student organization’s constitution or bylaws**

A. The process for changes to a group’s constitution or bylaws shall be detailed in the group’s constitution.

B. All significant constitutional changes must be approved by the Students’ Association Vice President. Significant changes require a more than two-thirds vote at an SA meeting. Significant changes include but not are limited to changes to mission statement, election procedures, changes the function of the group, etc.

C. This process shall also be used to change classification and funding status.

**Section 3. Probation**

A. Probation will consist of a period of a semester to an academic year in which a student organization is given time to try to redeem failing performance or misconduct.

B. The types of infractions that warrant probation include but are not limited to:

1. Budgetary issues, including but not limited to under-spending, overspending, irresponsible spending, or misappropriation of funds.
2. Violations of policy that have been established by the group’s Constitution, SA Constitution, Standards of Student Conduct, or University policies.
3. Inactivity, including failure to file Program Evaluation Form within 3 business days forms that support activity, or failure to respond to Executive Board or SA obligations, including required attendance.
4. Lack of consistent strong membership of at least 8 undergraduate students.

C. The process for putting a group on probation shall be as follow:

1. The Executive Board shall accept referrals from:
   a. The Office of Student Activities or other departments
   b. Individual students

2. The Executive Board and the Office of Student Activities shall investigate the issue/complaint.

3. The Executive Board and Office of Student Activities shall bring the case to discuss with the Students’ Association Council.
   a. The group in question has the option of appearing before the Students’ Association Council.

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4. After conferring with the Students’ Association Council, the Executive Board and Office of Student Activities will decide on the group’s status.

D. If the group is found responsible of any infraction, they shall be put on probation for up to one academic year. The Office of Student Activities and Executive Board will determine the terms of probation. The consequences include but are not limited to:

1. Requesting regular progress reports
2. De-recognition
3. Loss of funding
4. Loss of room reservation privileges
5. Loss of event privileges
6. Meeting regularly with the Office of Student Activities and the SA Executive Board

E. Renewal after Probationary period

1. Upon completion of a probationary period, a group must complete the following:
   a. Submit a current constitution to the Office of Student Activities
   b. Submit an updated membership roster list including elected leadership positions.
   c. Contact the SA Executive Board three weeks prior to the end of the probationary period for a meeting to discuss the group’s action plan and future.

Section 4. De-Funding & De-Recognition

A. De-Funding: Organizations that fail to uphold standards set by the bylaws, SA Constitution, or their own constitution, or are in violation of standards of student conduct or University policies shall be considered for de-funding by SA as a probationary sanction. While de-funded, groups are still recognized by the Students’ Association.

B. Organizations shall be de-funded by more than two-thirds majority vote.

1. In the case that the group has been de-funded, they will be required to contact the Office of Student Activities and SA Executive Board at least one month before the end of the probationary period to evaluate status and group’s action plan and future.
2. The SA Executive Board may allow the group, if their probationary period is found satisfactory, to re-instate funding by a more than two-thirds majority vote in a Students’ Association meeting.

B. De-Recognition: the SA Executive Board and Office of Student Activities may choose to de-recognize a group due to infractions or misconduct, or violation of probationary status.

1. The SA Executive Board and Office of Student Activities reserve the right to determine the period of time a de-recognized group may apply for recognition through the formal New Student Organization process, found in Article III, Section 1, A.

Section 4. Renewal

A. The process of Renewal

Last updated: 3-18-16
1. All currently recognized student organizations must submit an Organizational Renewal Form to the Office of Student Activities at the beginning of each fall semester, and no later than September 15 annually.
   a. The group must prove that they have newly elected leadership.
   b. The group must submit a budget to the SA Treasurer and Office of Student Activities by April 30 each academic year.

Article IV: Funding
Section 1. Funding for Student Organizations
   A. An undergraduate student organization seeking SA funding must first be designated as SA Recognized by the Students’ Association and have a constitution submitted to the Office of Student Activities.
   B. Existing organizations must attend the mandatory, annual Student Leadership Training at the beginning of the academic year in order to be eligible for and receive a budget for that academic year. Funding can only be used during the academic year following submission of an approved budget, and before the last day of classes in spring.
      1. Senior Week events are funded by a separate fee and are used after final exams to support Senior Week programs.
   C. The process for funding new student organizations shall be as follows:
      1. New student organizations shall follow the process of recognition as outlined in Part 2, Article III.
         a. The group’s classification and funding status shall be in its constitution.
         b. Upon approval by the SA Executive Board and Office of Student Activities, the group may submit a budget during the next budgeting period to the Executive Board or Office of Student Activities.
   D. Each group will be determined to have a funding status as one of the following:
      1. SA Funded: The organization will have access to a pre-determined budgeted amount of Students’ Association money.
      2. SA Recognized: The organization will have access to supplemental funding for programs that are open to the entire undergraduate student body, but is not allocated a pre-determined budget each academic year.
         a. Pre-professional groups, groups that are exclusive in nature (i.e. fraternities & sororities), political, and religious organizations are not eligible for SA Funded status.
   E. Additional Rights of SA Funded organizations:
      1. Funded organizations will submit a proposed budget during the annual budget period when the new leadership has been elected for the following academic year. The SA Executive Board and Office of Student Activities will set the specific deadline for submitting a budget.
      2. Funded organizations will allocate funding in accordance with University policies, the SA Constitution, and SA Spending Guidelines.