

# SAC BYLAWS

Following you will find an excerpt of the Bylaws that structure the Student Advisory Council. If you wish to have a full copy of the bylaws please contact current President of SAC.

**Article II: Purpose and Responsibilities:** The purpose of SAC shall be to ensure a continuing working relationship between the Graduate School of Business (hereafter referred to as GBA) student body, faculty and administration with respect to academic and non-academic activities of mutual concern. SAC is responsible for the allocation of designated funds to GBA Student Clubs.

## **Article III-Elections**

A. Elections shall be held in March/April of each year. The results of the election shall be posted publicly after the balloting concludes. Terms of office shall run for one year, starting at the end of the term in which elections occur.

B. Elections will be under the supervision of the Election Committee. This committee shall be co-chaired by the President, VP of Full Time and the VP of Part Time students.

1. Other members of this committee shall include the SAC Social Chairperson and one additional student representative to be chosen by the chair people.
2. No student member of the Elections Committee shall be candidate for office. If a chairperson is a candidate for office, their post on the Elections Committee is reassigned by the President.

C. Nominations/Submissions shall be for the offices of President, Vice-President for full time students, Vice-president for part time students, Treasurer, Public Relations Representative.

1. All students currently enrolled are eligible to hold office provided that they meet the following academic requirements:
  - a. Students must have at least a 3.0 GPA point average at the time of taking office.
  - b. All candidates for office must have completed at least one term at GBA by the time they take office and be available for office through the end of May.
  - c. Each candidate must submit a statement of purpose, not to exceed one page in length and a picture of him or herself three weeks prior to the election. The pictures and accompanying statements will be posted two weeks prior to the election.
  - d. Candidates must participate in a forum open to the entire student body, held prior to elections. Participants in the forum will present a speech no more than three minutes in length.
  - e. No candidate shall run for more than one office during elections.
  - f. If, after submissions have been closed, no submissions have been received for a particular office, the Elections Committee may extend the deadline, or leave it to the new board to appoint that officer if no student comes forward.
  - g. Candidates may campaign on a slate but may only be voted into office in an individual basis.
  - h. All positions listed on the printed ballot should include space for write in candidates.
2. Voting shall be by secret ballot. In case where the top two candidates receive an equal number of votes, there shall be a runoff election the following week between the top two candidates. To allow part time students, balloting will last for at least one week and voting will be held on line
3. The Elections Committee shall tally and post results of Student Elections within one week of the final day of balloting.

4. A majority vote of the Elections Committee shall decide on specific procedures on nominations/submissions, campaigning and voting which are not covered above.

**Article IV SAC shall have the following offices;**

A.- President, whose duties shall include the following:

1. Act as a spokesperson for the members of student body
2. Act as a spokesperson for the members of student body
3. Maintain relationship through regularly scheduled meetings with the Dean of Student Affairs
4. Act as a liaison to the Administration and the Faculty
5. Maintain momentum in creating student networking opportunities
6. Meet regularly with student club leaders
7. Serve as the student representative at GBA Joint Council Meetings
8. Serve as the student representative at GBA Joint Council Meetings
9. Insure that other SAC members uphold responsibilities
10. Other Initiatives: CSO Development, Alumni relations, Formal events

B. The Vice Presidents shall act as ombudsmen for each of their respective constituencies. This includes their grievances, ideas, proposals, or matters of concern to the student body; to maintain close coordination among SAC, Faculty and Administration; and to represent SAC in discussion of matters raised by Administration. They shall:

1. Serve as member of the Finance Committee
2. Act as a liaison to GBA clubs and administration to oversee the student clubs over the year
3. Call and preside over semester Club Council Meetings
4. Serve as co-chairs of the elections committee
5. Other Initiatives: Volunteer/Charity Events, Tarrytown Social Events, Coordinate Orientation.

C. The Treasurer shall:

1. In conjunction with the Finance Committee, responsible for the Coordinate all club budgets and expenditures
2. Meet with the Finance Committee once each semester to review and approve expenditures student clubs as well as SAC
3. Serve as Chairperson of the Finance Committee
4. Give final SAC approval for all expenditures prior to preparation of purchase orders, checks, contracts or petty cash (done in conjunction with Dean of Student Affairs and either the vice-president or president: multiple signatures required on all requests for distributions)
5. Maintain accurate and up-to-date records of all expenditures, submitting reports periodically to the SAC President and Dean of Student Affairs.

D. The Social Chairperson shall:

1. Organize Student Networking Events and Activities
2. Market student events
3. Serve as a member of the election committee
4. Communicate with students, alumni and faculty/administrators on potential networking events
5. Other Initiatives: Volunteer/Charity Events, Tarrytown Social Events, Coordinate Orientation, Senior Week  
Publicize any events for SAC and serve as liaison to all business school publications

## **Article V - Vacancy of Office**

- A. Upon the temporary absence (missing 4 consecutive scheduled meetings) from office of any position other than the Presidency, the President shall appoint a temporary replacement.
- B. Upon the temporary absence (missing 4 consecutive scheduled meetings) from office of the President, the Elections Committee shall appoint a temporary replacement.
- C. Upon the permanent vacancy from office of any officer, the Elections Committee shall elect a replacement to fill out the uncompleted term of office.

## **Article VI – Meetings**

- A. SAC shall hold one general meeting per trimester open to the entire student body. This meeting must be held at a time convenient for both full and part time students.
- B. SAC shall hold one meeting per month for all club representatives and committee members. The SAC officers shall meet at least bi-weekly to discuss pertinent issues.
- C. SAC shall develop a schedule of meetings each trimester to be published and circulated to the Faculty, Administration and Students.

## **Article VII - Committees and Appointments**

- A. There shall be three standing SAC Committees. Other temporary committees shall be formed as the activities of SAC dictate.
- B. Each committee shall furnish a written report to SAC including a statement of its expenditures, a list of activities during the past term, and a recommended program of actions along with a budget of estimated expenditures for the upcoming term.
- C. The chairperson of the Special Events Committee shall be appointed by SAC.
- D. The following standing committees shall be established

### 1. Finance Committee:

This committee is chaired by the SAC treasurer and consists of the Vice President for Full and Part-time students, the Dean of Students and a faculty representative to be chosen by SAC. The Committee's major responsibility is the preparation and review of all budgetary matters pertaining to SAC. They will present to SAC reports and recommendations on financial affairs as the need arises. All events over \$500.00 in expenditure must be approved by a majority vote of the Finance Committee. The Finance Committee is also responsible for the SAC budget guidelines and any revisions to them. The Finance Committee will meet at the beginning of each trimester. Committee members may also vote on budget items during the course of the trimester if the need arises. These votes may be taken by holding additional meetings or by a phone tally to be conducted by the treasurer.

2. Elections Committee: This committee is co-chaired by the Vice President for Full-time and the Vice President of Part-time students. Committee members include the SAC Public Relations and an additional student representative to be selected by the chairs. Its purpose is to issue instructions for and to supervise the conduct of, the election of SAC Officers. This committee shall post the results of elections within one week of the final day of balloting.

3. Special Events Committee: This committee is chaired by a student representative selected by the SAC Officers. He/she will appoint additional members. The committee's purpose is to coordinate and be responsible for social, cultural, extracurricular and athletic activities for the student body. The President shall act as a member ex-officio of these committees.

4. SAC shall appoint one representative to serve on the GBA Curriculum Committee. SAC shall also appoint two students to join the President in attending GBA Joint Council meetings. Student appointees shall not be elected SAC Officers.

### **Article VIII - Financial**

A. No later than three weeks following the beginning of the fall term, the Treasurer will accept proposed budgets from recognized student groups. From these budgets, as well as from budgets proposed by the SAC Committees and SAC Officers, the Treasurer shall present the requested expenditures to the Finance Committee.

B. The Finance Committee shall meet to discuss the proposed budgets and recommend the authorization of funds to groups based upon requests. The Committee shall review all proposed expenditures to assure appropriate adherence to University and SAC policies and procedures.

C. Expenditure of \$500.00 or more not previously approved at the beginning of the fall term must be approved by a majority vote of the Finance Committee in accordance with the budget policies and procedures.

D. No expenditures may be made without the prior approval of the SAC Treasurer. No reimbursements will be made for expenditures which take place without the prior approval of the SAC Treasurer. All expenditures must meet the SAC budget guidelines and be countersigned by the Treasurer and the Dean of Student Affairs.

E. At the close of each trimester, the Treasurer shall submit a report documenting the expenditures from Student Activities Funds. This report must be available to all students.

### **Article IX - Impeachment**

A. Impeachment of any elected officer for neglect of duty or abuse of duty may be effected by a 20% vote of the students (with a minimum of 20% of students voting in the election and 2/3 must be in favor of the action taken) in a special procedure organized by the elections Committee.

B. Impeachment proceedings may be initiated by petition including signatures of no less than 75 students to be submitted to the Elections Committee.

C. A statement of the charges against the officer and a statement of his defense shall be made public one full week prior to the ballot.

D. Any member of the University community may initiate impeachment proceedings by suspending any officer for activities including but not limited to: 1. Misappropriation of funds 2. Missing four meetings in a row 3. Assault or violent conduct 4. Dereliction of duty 5. Sexual Harassment Suspension will be initiated pending an investigation and hearing to be completed within 30 days of notice.

### **Article X - Amendments to Charter**

A. The Charter may be amended, altered, or repealed by a 20% vote of the students (with a minimum of 20% of students voting in the election and 2/3 must be in favor of the action taken).

B. Students may propose amendments by submitting them in writing to the Elections Committee who passes them on to the Officers of SAC, 1. The SAC Officers are obligated to review the petition only if it is signed by 75 or more students, in which case the Elections Committee must present the amendment for ratification by the students (20%) in a special procedure (with a minimum of 20% of students voting in the election and 2/3 must be in favor of the action taken).

C. All changes to these proposed amendments must be posted publicly, for a reasonable period of time, by the Elections Committee.

### **Article XI - Parliamentary Authority**

A. The rules contained in Robert's Rules of Order (revised) shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these by-laws.