SUNY Polytechnic Institute / Student Government at Utica (SGU) Internal Control Policy

I. Purpose

The purpose of this Internal Control Policy is to establish governance, accountability, risk management, and compliance expectations between **SUNY Polytechnic Institute** ("the College") and the **Student Government at Utica** ("SGU").

This policy ensures responsible stewardship of student activity fee funds, adherence to SUNY policies, and alignment with institutional values, legal requirements, and operational standards.

II. Scope

This policy applies to:

- Student Government at Utica (SGU)
- SA Board of Directors
- All recognized student organizations and clubs operating under SGU authority
- Student Leaders receiving a stipend
- Campus advisors assigned to student organizations/clubs
- College staff supporting SGU
- Vendors and external partners working with SGU-funded programs

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III. Governance Authority

A. Institutional Oversight

SGU operates under the authority of **SUNY Polytechnic Institute** and must comply with:

- SUNY Policies
- SUNY Polytechnic Institute policies and procedures
- Applicable Federal and New York State laws

- Institutional codes of conduct and values

The College retains final oversight authority over risk and operational safety.

IV. Board of Directors Authority

The SA Board of Directors shall serve as the primary governing body responsible for financial and legislative oversight.

The Board of Directors shall:

1. **Approve Multi-Year Contracts**
    - Any contract extending beyond two academic years must receive Board approval prior to execution.
2. **Approve Reserve Pulls**
    - All reserve pulls require formal Board approval.
3. **Legislative Oversight**
    - The Board may revoke previously passed legislation if determined to:
        - Conflict with College policy
        - Create financial or legal risk
        - Violate institutional values.
4. **Personnel Oversight**
    - The Board may remove a student leader receiving a stipend when:
        - Code of Conduct violations are substantiated.
        - University values or policies are violated.
        - Duties are not fulfilled, as determined by the SGU executive board or their appointed advisor.

V. Assigned Advisor / Interim Advisor

- The SGU Advisor or Interim Advisor will be chosen by the SUNY Poly Administration in conjunction with the SA Board of Directors.

- This includes the governing body of SGU as well as all organizations.
- Club advisors will be at the discretion of the club executive board and SGU Advisor.
- SUNY Poly Staff appointment will not need the approval of the SGU Senate or Executive Board.

VI. Eligibility Requirements

GPA Requirement

All elected and/or stipend SGU members must maintain:

- A minimum GPA of **2.5**, both cumulative and semesterly
- Failure to maintain the GPA requirement will result in immediate removal from their position; any deviation from this requirement must be brought to the SA Board of Directors for approval.
    - A removed member can submit a formal request to the SGU Advisor to discuss a reconsideration with the SA Board of Directors.
    - The SA Board of Directors' decision is final.
    - If the Board of Directors overturns the removal, the SGU member will be reinstated.
- All esports players must maintain a minimum GPS of 2.0 both cumulative and semesterly.

VII. Meetings and Operational Expectations

A. Committee Meetings with Campus Staff

- Any committee meetings requesting campus staff participation must occur during **regular institutional business hours** unless approved by the participating office.

B. Event Planning Deadlines

Event submissions must follow institutional planning timelines:

- **Event Submission:** All information must be submitted no less than **one (1) month** prior to event date. (outside vendors, purchase requests, catering, space) through the identified platform indicated by SUNY Poly.

- **Meeting Submission:** All information must be submitted no less than **two (2) weeks** prior to event. (needing reserved space ONLY)

  *Late submissions may be denied or postponed.

- Off campus events must be approved by the CSI event submission process through the identified platform indicated by SUNY Poly.

- Organizations/Clubs cannot represent the College or any association with the College without prior approval, one month prior to the event by completing the event submission form on the identified platform indicated by SUNY Poly.

- Organization/clubs that bring external entities to campus events must obtain prior approval by CSI staff, using the identified platform indicated by SUNY Poly, one month prior to the event.

VIII. Travel Policies

A. Travel Approval

All SGU-funded travel requires **prior** approval through established campus processes.

B. Off campus Club Meetings/Events

Attendance must be taken, by the club point of contact for the event, through the Explore application.

C. Reimbursement

- Any request for reimbursement must have **prior** approval BEFORE travel begins and must follow the outlined procedures/timelines for approval.

IX. Financial Reserve

- If the year end fund balance exceeds the allowable reserve, SGU shall develop and implement a Fund Utilization Plan.
    - The plan will be submitted to the SGU Advisor, Auxiliary Services and the SA Board of Directors prior to the end of the fiscal year.

    - The funding plan should prioritize investments that provide value to student life such as, campus wide student programing, student organization support, capital improvements, student success or multiyear projects.
    - Excess reserves for SGU are no more than 25% of their operating budget
    - Excess reserves for Wildcat Esports are are no more than 25% of their operating budget
    - Excess reserves for Wildcat Events Board are are no more than 25% of their operating budget
    - Excess reserves for Wildcat Media are no more than 25% of their operating budget
    - Excess reserves for Club Advisory Board are no more than 25% of their operating budget
    - Excess reserves for Wildcat clubs are no more than 25% of their club balance at the beginning of the academic year.
    - Excess reserves for Puma clubs are no more than 25% of their club balance at the beginning of the academic year.
    - Excess reserves for Kitten clubs are no more than 25% of their club balance at the beginning of the academic year.

- Within 30 days of the beginning of the academic year
    - Review financial statements and determine the amount exceeding reserve.
    - Develop a spending proposal and submit it to the SGU Advisor and/or Organization Advisor.
- Within 90 days
    - Spend or have an approved spending plan for 75% of their budget.
- Activation funds will not be distributed to clubs if there is no approved plan and/or if the approved plan is not followed.

IX. Media, Podcasts, and Social Media Guidelines

SGU and affiliated organizations/clubs must adhere to responsible communication practices, to include but not limited to the following:

A. Podcasts and Recorded Media

- Content must align with college values and nondiscrimination policies.
- No unauthorized use of college branding.
- Advisors must be informed of podcast creation and distribution platforms.

- Content representing SGU must maintain professionalism and inclusivity.

B. Social Media

- Accounts representing SGU or funded organizations/clubs are institutional-facing communications.
- Campus advisors and CSI staff must be included in administrative access and monitoring capacity.
- Harassment, discrimination, or policy violations are prohibited.
- Content must comply with campus communication standards.

C. Group Communication Platforms

- All SGU, Organization and Club correspondence will go through the Explore platform chat option, any communication outside of this chat option will not be considered official communication and members will not be responsible for any information provided outside of this platform.
- Campus advisors and CSI staff must be included in all unofficial organizational/club communication platforms, including but not limited to:
    - Discord servers
    - Group chats
    - Social media management groups
    - Messaging applications

X. Advisor Responsibilities

Campus advisors shall:

- Provide institutional guidance and compliance oversight.
- Be included in all official organizational communication channels.
- Adhere to College professional expectations when serving in an advising capacity.
- Support risk management and policy compliance.
- Chaperone travel when required.
- Approve the spending of organization/club funds.

XI. External Vendor Events

For any on-campus events involving external vendors (paid or unpaid):

- A campus staff member or designee must be physically present on campus during the event.
- Vendors must complete required institutional agreements and approvals prior to participation.
- Vendors must provide proof of insurance prior to the event and sign contract agreements with Auxiliary Services.

XII. Enforcement

Failure to comply with this policy may result in:

- Denial of funding
- Event cancellation
- Removal from position
- Organizational/club sanctions
- Referral to College conduct processes

The College reserves the right to intervene when institutional risk is identified.

XIII. Policy Review

This policy shall be reviewed annually by:

- Student Affairs Administration / Center for Student Involvement staff
- SA Board of Directors
