

(PROCEDURE)

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| Procedure: | Student Activities Committee (SAC) | Procedure No.: | SA5001.1 |
| Authority: | College President | Associated Policy Reference No.: | SA5001 |
| Procedure Owner: | VP Student Affairs & CDO | Responsible Party: | Student Activities |
| Approved: | June 15, 1994 | | |
| Revised: | (DATE) | | |

1. Name

This advisory committee shall be called the SUNY Broome Community College Student Activities Committee reporting to the Director of Student Activities.

2. Duties

The primary role of the Committee is to advise the Director in his/her responsibility to manage and promote extra-curricular activities for all the students at SUNY Broome.

As requested by the Director, the Committee will review, discuss, and make recommendations on topics such as:

- A. the standards and guidelines for student participation in student activities.
- B. the annual budget for the student activities budget.
- C. equitable treatment of all clubs and organizations.
- D. guidelines for budget development and other fiscal matters referred to it by the Director.
- E. academic matters related to student activities.
- F. other topics as raised by Committee members or the Director.

3. Operational Procedures

The budget review process outlined below shall be representative of the normal operating procedures for carrying out the Council's financial responsibilities.

- A. The Director of Student Activities (DSA) shall prepare a budget and submit it to the Committee for their comment. The DSA shall attend the meeting of the SAC where the budget is discussed. The minutes of the meeting shall reflect the consensus of the group.
- B. The Director of Student Activities will review the final budget with the Vice President for Student Affairs and Chief Diversity Officer.

4. Membership

The membership of the Committee shall number four (4) students and six (6) faculty/staff. Appointments shall be made by the VPSCA (upon consultation with the DSA) each fall semester with efforts being made to reappoint some of the members in the interest of fostering continuity. The DSA will serve as resource person to the group; the Executive Director of the F-SA will also serve as resource for issues of financial accounting.

5. Chairperson

The Chairperson shall be elected by the membership of the Committee and must be a member of the faculty/staff. The Director will convene and Chair the first meeting of the fall semester to elect the Chair no later than the completion of the fourth week of the fall semester.

6. Quorum

A quorum will exist if six (6) members are present (composed of at least four (4) faculty/staff).

| Action <i>(Created, Reviewed, Retired)</i> | Date | Initials | Position Title |
|------------------------------------------------------|-------------|-----------------|----------------------------|
| Reclassification | 11/24/2020 | DL | Assistant to the President |
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