



MEDAILLE COLLEGE

POLICY MANUAL

VOLUME VII

STUDENT LIFE AND
RESIDENCE POLICIES

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Volume VII
Student Life and Development Policies

7.0 Introduction

7.1 General Student Information

7.1.1 College Hours of Operation

7:00 a.m. – 10:30 p.m. Monday through Thursday
7:00 a.m. – 9:00 p.m. Friday
7:00 a.m. – 6:00 p.m. Saturday

These are the hours that the Campus is open on normal workdays. The hours may be adjusted for special programs. Each administrative office maintains specific hours of operation, consult the information under “Services and Functions” to find out what they are. Faculty members hold office hours in conjunction with their teaching schedule. Their hours are posted on their office doors.

7.1.2 Activity Hour

Medaille maintains an activity hour for the Fall and Spring Semesters from 12:15 p.m. to 1:30 p.m. on Monday, Wednesday, and Friday. The purpose of this is to provide a time free from classes to allow students to participate in clubs, sports, or special events.

7.1.3 Student Mailboxes

Each student is assigned a folder that serves as a mailbox for on-campus correspondences. They are located in the Student Lounge on the second floor of the Campus Center outside Student Affairs. Check regularly to be certain of receiving all communications. If there is a problem concerning student mailboxes, contact the Student Affairs Office (C203). Administrative, faculty and staff mailboxes are located in the Information Office.

7.1.4 Recreational Activity

Outdoor sports should take place on Campus during reasonable hours and a reasonable distance from all housing units. Outdoor sports or physical activities are prohibited inside all residential units.

Students are encouraged to become involved in the outdoor activities available and to use the campus sports and fitness facility to its full capacity. Contact the Student Activities Board and Intramural Sports Coordinator for further information.

Bicycles are not permitted in the Apartments or suite areas. Motorcycles are not permitted inside campus buildings and must be properly parked in the parking lots. Motorcycles are not to be used on campus sidewalks or lawns.

7.1.5 Group Demonstrations

Demonstrations must be registered twenty-four (24) hours in advance with the Office of Student Life. All demonstrations (and expression of any form) must be peaceful and orderly. Demonstrations may be organized and led only by members of the Medaille College community. Demonstrations or other forms of expression may not compromise the rights of other members of the College community, nor interfere materially with the general operation of the College. Free speech is a cherished foundation of academia. Forms of expression, however, may not demean or degrade individuals on the basis of age, sex, race, color, sexual orientation, religion, national origin, disability, marital status, veteran status, military status, or any other category protected by law.

7.2 Student Services

7.2.1 Student Affairs

7.2.1.1 Mission Statement

Student Affairs provides an environment that supports students learning and personal development, while producing well-rounded citizens to serve the campus and community at large.

7.2.1.2 Goals

1. To support the academic mission of the College;
2. To encourage participation and utilization of programs and services;
3. To create ways to involve more students thereby assisting their developmental processes, i.e., cognitive or effective thinking; physical, emotional, spiritual, social, or intellectual skills;
4. To work towards developing a systematic process for student evaluation, goal setting, and holistic academic and personal advisement;
5. To enhance diversity through providing opportunities for greater understanding, appreciation and sharing of individual differences;
6. To instill and model values;
7. To encourage self-actualization so that each student may reach their true potential;
8. To help students cope with significant life transitions-from adolescence to adulthood, from dependence to personal autonomy, from one occupation to another;
9. To encourage an intellectual, social, cultural, and artistic environment; and
10. To support faculty efforts to develop responsible generalists by providing students with a more integrated view of knowledge and life.

7.2.1.3 Organizing Principles and Values

1. Diversity – respect differences in others.

2. Integrity – academic and personal.
3. Pride – in thoroughness & accomplishing tasks.
4. Civility – reverence and consideration for others.
5. Loyalty – to the institution and each other.
6. Mutual Respect – for all member of our local and global communities.
7. Service to others – including volunteerism and community outreach .

7.2.1.4 Student Affairs Office

The Office provides a variety of services and information including meal and residence hall swipe card/ID card encoding, locker rentals, this student handbook, and student activities sign-ups. Groups wishing to reserve space in the Campus Center should obtain a reservation form in Student Affairs. The Office is open evenings to assist students in the Module Schedule and keep them updated on campus events and services. Stop in any time to ask questions regarding student life and Medaille. The Office is located on the second floor of the Campus Center.

7.2.2 Career Planning and Placement

Career Planning and Placement offers a variety of services and programs that will assist students with developing and obtaining life long career decision-making skills. Beginning their freshman year, students should visit the Center and acquaint themselves with services and information that is available.

7.2.2.1 Career Decision-Making

Students who are uncertain, or wish to discuss their choice of major and/or career goals are welcome to visit the Center to discuss their options. Various instruments are available to assist the student direct themselves to areas of studies that will meet their particular interests and skills. A computer program, Choices, helps students focus on a particular area while providing them with detailed information regarding particular jobs. Other instruments that are helpful and free for students include the Self-Directed Job search, the Strong Interest Inventory, and the Myers/Briggs Type Indicator.

7.2.2.2 Career Planning Library

A lending library, which consists of books, directories and magazines on various careers and job search information, has been established in the Career Planning and Placement Department. Students may borrow materials to read at their leisure. Free job search magazines and How To brochures are also available.

7.2.2.3 Job Search Workshops

Each semester job search workshops (Resume Development, Cover Letter Writing, Job Search Techniques, and Interviewing) are offered during the lunch and dinner break. Only 50 minutes in length, these workshops offer a wealth of information!

7.2.2.4 Jobs

Seniors, Alumni, or current students who need part-time jobs to offset college costs, should register with our on-line job search system that is accessible through our web page: www.medaille.edu/careerplanning. Students may post their résumé or just a brief profile, while employers post jobs and view the database of résumés.

7.2.2.5 Credential Files

Students may establish a file containing references and field placement evaluations. This information is then forwarded to potential employers at the student's request. This service allows the student/alumni to organize their job search and to offer potential employers information regarding their background in a concise, professional manner.

7.2.2.6 Semester Career Events

Each semester the Office of Career Planning and Placement organizes various activities to assist students with career, graduate school, and job search issues. In the past, jobs/career fairs, networking events, graduate school fairs, and virtual job fairs have been offered.

7.2.3 Center for Multicultural Education and Diversity

The Center for Multicultural Education and Diversity's motto is "Building a community of respect from the inside out," and it operates on the premise that the best environment for learning and personal development is one where differences are highly valued. The Center educates, promotes, and serves to empower the campus community on issues of diversity, multiculturalism and the value of human differences. The Center advocates for an inclusive campus environment that values a pluralistic perspective and promotes equity and appreciation for human diversity among its students, faculty, administrators and staff. The Center provides a supportive environment that encourages education and pride in self-identity and cross-cultural mutual respect. Additionally, the Center serves as a resource for faculty, administrators, staff, and students who are interested in community development and diversity of race, ethnicity, class, gender, sexual orientation, religion and thought.

7.2.4 Student Health Center

The Health Center is staffed by a Registered Nurse and provides health and wellness information, health insurance assistance, immunization, first aid, assessment, counseling regarding illness and referrals. For those students experiencing illness but unable to go to their regular doctor, or those students needing medical care that do not have a doctor, the Health Center has an affiliation with Sisters Hospital to provide medical care to Medaille students. The student should first see the nurse in the Health Center who would then refer them to Sisters Family Health Center, located in the Sisters Hospital at 2157 Main St., which is within walking distance from the College.

Wide ranges of services are available including lab, x-ray, and OB-GYN care. Most major insurances are accepted and payment may also be made on a sliding scale according to the student's income, if necessary. Most health related matters can be handled by the College

nurse and the Sisters Family Health Center during working hours. However, in the event of an emergency, Sisters Hospital has the closest emergency room facility.

7.2.5 Counseling Center

The Counseling Center is staffed by a Nationally Certified Counselor and provides services to all registered Medaille students. Counseling services are designed to help students understand themselves better, resolve problems, and come to terms with difficult issues. Specific services include individual counseling, group counseling, and self-improvement workshops. Referrals to outside professionals can also be provided. Self-help materials on a wide variety of topics are disseminated by the Counseling Center.

The Counseling Center is open Monday through Friday. Evening appointments are available to accommodate all students. Students may schedule an appointment in person or by telephone at ext. 2399 or off campus at 880-2399. Some walk-in appointments are available. In the event of an emergency after hours, students may contact Public Safety at ext. 2911 or Crisis Services at 834-3131.

The Counseling Center, as part of the Office of Student Affairs, is committed to enhancing the well-being of the student, and promoting life-long learning and health. These services are an integral piece of a campus climate that is committed to diversity, personal attention, and the development of the whole person.

7.2.5.1 Mandatory Leave

Should a student demonstrate behaviors which indicate that they are a danger to either themselves, other members of the College community or College property, Medaille reserves the right to place the student on mandatory leave. This may be done at the discretion of the Dean of Students after consultation with the College Counselor and other members of the College staff. Students will be eligible to return to Medaille should they fulfill all of the requirements specified at the time of withdrawal.

7.3 Student Alcohol and Drug Policies and Programs

7.3.1 Alcohol Policy

Alcohol consumption as a fact of student life has come under increasingly stringent scrutiny recently, especially as state and federal governments have adopted stronger drinking age and driving-while-intoxicated laws. Medaille College supports the efforts of governmental agencies to control abuse of alcohol and the unhappiness such abuse causes, and seeks to uphold the spirit, as well as the letter of the law through its policies. The philosophical foundations of Medaille's Alcohol Policy are:

1. In an effort to develop independent and self-reliant individuals, the College considers the use or non-use of alcohol to be a personal decision, as long as that decision does not interfere with the rights of others. The College is responsible for developing policies and regulations that emphasize moderate and thoughtful use of alcohol and prevent abuse.

2. The College recognizes that the development of policies and procedures will not solve the problems of alcohol abuse. Educational programs that stress positive attitudes and behaviors and emphasize the dangers of alcohol consumption are equally important.
3. While the College has limited control over individual drinking habits, it does have the responsibility and obligation to monitor the College social environment and to comply with State and Federal laws pertaining to alcohol use. Medaille's policies and regulations reflect the importance of an appropriate environment during social events where alcohol is served and monitor the general use of alcohol and the quantity served.

These regulations apply for both on and off-campus events sponsored by student organizations of the College.

7.3.1.1 Campus Regulations

Alcoholic beverages are not permitted on campus, except in conjunction with events properly registered and approved with the Student Affairs Office.

1. The provision of alcohol must conform to federal, state, and local laws. A summary of pertinent legal information is appended to this policy. The sponsoring group will be held responsible to see that these laws are followed. Failure to do so may result in loss of the privilege of sponsoring an event.
2. Intoxication will not be accepted as an excuse for misconduct at any College sponsored event.
3. Members of the College community will be held personally responsible for inappropriate behavior.
4. Non-alcoholic beverages must comprise a minimum of one-half of the total available amount of beverage.
5. Food must be provided in a sufficient quantity to accommodate the number of persons in attendance.
6. The ordering of alcoholic beverages shall occur after consultation with the Dean of Students, who reserves the right to limit the amount of alcohol served at any function.
7. No alcohol related student events shall be sponsored by any campus organization, on or off-campus, within five calendar days prior to semester examinations.
8. The College cannot condone activities that serve alcohol alone. Events will not be scheduled whose sole purpose is the consumption of alcohol. Advertisements and promotional literature should not create the impression that drinking is the sole purpose of the event.
9. Individuals should not be coerced into drinking alcoholic beverages at any time.
10. A system of checking ID's and age information must be enforced. This will protect the organizers from unknowingly serving alcohol to underage persons. Campus Public Safety must be consulted and utilized for checking IDs.

11. On-campus parties will be limited to three hours duration. Off-campus events must close by 12:00 a.m.
12. Continued unacceptable alcohol related behavior might be grounds for limitation of social privileges or dismissal from the College.
13. Alcohol consumption must be a legal possibility for a majority of the persons attending, to justify its inclusion in an event.
14. Enforcement of these regulations is the responsibility of the group sponsoring the event in conjunction with the Student Affairs Office.
15. As a general practice, use of alcohol will not approved at on campus functions where there is a presence of students who are under the age of 21.

7.3.1.1 Residence Hall Policy

Medaille College follows the laws of the State of New York in its alcoholic beverage policy. Consumption of alcoholic beverages on campus is prohibited for those under the age of 21, and they are prohibited by College policy to be in the presence of alcohol in any College-owned housing unit. If all residents of a house or apartment are of the legal drinking age of 21 years, they may consume alcoholic beverages in their designated common areas. If the residents in a particular room are of the legal drinking age of 21 years (whether in the residence halls or houses), they may consume alcoholic beverages in their living space provided that no underage persons are present.

Resident students who are of the legal drinking age of 21 years may be in possession of no more than the equivalent of six (6) 12-ounce cans of beer, or one (1) 750ml bottle of wine or one (1) 750ml bottle of alcohol.

Resident students are not allowed to display or collect empty alcohol beverage containers or paraphernalia.

Drinking alcoholic beverages out of doors or in any other campus buildings is strictly prohibited unless special permission is granted through the Student Affairs Office.

Alcohol is one of the most dangerous drugs abused by contemporary college students. To that effect, utmost care and consideration is required regarding the abuse of alcohol. It is an individual's responsibility to act in a mature manner at all times. Any adverse behavior resulting from the consumption of alcoholic beverages will be considered a violation of the code. This includes any incidence of intoxication that manifests itself to the campus community at College-sponsored functions off campus.

7.3.1.2 Summary of the Current New York State Laws on Alcohol

From *Toward the Implementation of the 21 Alcohol Beverage Law in New York State*, SUNY Rockefeller Institute of Government and the Institute for Traffic Safety, Management and Research, p. 1. Six provisions of New York law regulate the purchase and sale of alcoholic beverages by persons under the age of 21. Collectively, they establish in New York a minimum drinking age of 21:

1. ALCOHOL BEVERAGE CONTROL LAW, §65, makes it unlawful for a licensed establishment to sell, deliver or give away an alcoholic beverage to any person actually or apparently under the age of 21.
2. ALCOHOL BEVERAGE CONTROL LAW, §65a, makes it an offense for any person to misrepresent the age of a person under the age of 21 for the purpose of inducing the sale of any alcoholic beverage to such person.
3. ALCOHOL BEVERAGE CONTROL LAW, §65b, makes it unlawful for one under the age of 21 years to purchase or attempt to purchase an alcoholic beverage through fraudulent means.
4. GENERAL OBLIGATIONS LAW, §11-100(1) provides that any person who is injured by reason of the intoxication of any person under 21 may sue for damages against any person who knowingly caused such intoxication by unlawfully furnishing or procuring alcoholic beverages for such person with knowledge that such person was under the age of 21.
5. PENAL LAW, §260.20(4), makes it a misdemeanor for a person to sell or cause to be given or sold any alcoholic beverage to a person less than 21, except that this provision does not apply to the parent or guardian of such person.
6. GENERAL OBLIGATIONS LAW, §11-101, commonly referred to as the “Dram Shop Act,” provides for a right of action and recovery for injuries caused by the illegal sale of intoxicating liquor to any intoxicated person.

7.3.1.3 Parental Notification Policy

In accordance with the Federal Higher Education Amendment of 1998, Medaille College reserves the right to notify parents or guardians of students under the legal drinking age who have violated campus alcohol and other drug prevention policies, whether on or off campus, where there exists a nexus between the violation and the interests of the College. In all cases, students will be accorded appropriate consideration under the Student Code of Conduct and Judicial Procedures, Section 7.9. The Associate Dean of Students, following consultation with the Director of the Health Center, will provide notification, when necessary.

7.3.1.4 Containers

The use of any containers in College housing to store/transport alcohol is strictly prohibited.

7.3.2 Drug Policy

The possession or use of any compounds or substance, which are illegal under the federal, state, or local laws, is incompatible with the College’s expectations for student responsibility. Persons, who possess or use such compounds or substances contrary to law, are subject to immediate disciplinary action, including, but not limited to, suspension or dismissal from Medaille College.

The use of drugs and alcohol is generally habit forming and experimentation should be considered not only illegal but also a significant health risk. Counseling on drug and

alcohol issues is available through both the Counseling Office and the Student Health Center. Please take advantage of these services.

7.3.2.1 Residence Hall Policy

On-campus sale or use of any other controlled substances which include for example, marijuana, ecstasy, LSD, mescaline, cocaine, etc. is prohibited. Students who are found to be selling and or using these substances may be required to vacate College housing and are also subject to permanent disciplinary action from the College.

7.3.3 Substance Abuse Prevention Program

On October 17, 1986, the Federal Government signed into law an amendment requiring that all postsecondary institutions must have “in operation a substance abuse prevention program that is determined by the institution to be accessible to any officer, employee, or student at the institution.”

The Office of Student Affairs, in conjunction with the Health and Counseling Staff, will provide counseling and information on support services and medical facilities in the Buffalo area.

Education and awareness will be the focal points of programming throughout the school year. In addition, Medaille College along with the Student Government Association participates annually in the National Collegiate Alcohol Awareness Week by offering a variety of activities aimed at preventing the abuse of alcohol.

7.4 Peer Sexual Harassment

Peer sexual harassment is a form of prohibited sex discrimination where the harassing conduct creates a hostile environment. Thus, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, constitutes sexual harassment when the conduct sufficiently severe, persistent, or pervasive, limits a student’s ability to participate in or benefit from the education program, or creates a hostile or abusive educational environment.

Schools are required by the Title IX regulations to have grievance procedures through which students can complain of alleged sex discrimination by other students, including sexual harassment. This procedure is provided in Volume II, Subsection 2.1.3.

7.5 Residence Life

7.5.1 Statement of Philosophy

Medaille College believes that the residence halls should facilitate a living-learning environment, which encourages the development and growth of each student. Residential living encourages students to interact with their peers, faculty, and professional staff. Through this interaction, students learn of different points of view, gain insight into social and political issues, and begin to develop values and attitudes, which will shape their lives.

Residential living encourages involvement. Each student is a member of the community working towards an atmosphere of harmony and maturity. Involvement in various campus

organizations or as concerned individuals, create opportunities for improving the environment.

The Student Affairs Staff at Medaille College is committed to the encouragement of student involvement on campus. It is through student involvement that the process of informal education outside the classroom helps to build the lasting character, values, and concepts of the individual student.

By involving students in their community, important processes begin to take place. Lawrence Lowell, one of Harvard's outstanding 19th Century Presidents, summed up the concept in these words:

“Among his otherwise saying, Aristotle remarked that man, is by nature, a social animal; and it is in order to develop his powers as a social being that American Colleges exist. The object of the undergraduate department is not to produce hermits each imprisoned in the cell of his own intellectual pursuits, but men (women) fitted to take their places in the community and live in contact with their fellow men.”

7.5.2 Residence Life Staff

The Dean of Students is responsible for the organization and governance of the Residence Halls and reports directly to the College President. In addition, the Dean delegates major responsibilities to the Director of Housing and Residence Life. The Dean of Students directly supervises the Director of Housing and Residence Life who oversees the Assistant Directors of Housing and Residence Life, and the Graduate and Undergraduate Resident Assistant staff. The Director of Housing and Residence Life and the Assistant Directors serve as advisors to the Resident Student Council.

The Resident Assistants are full-time students and there is one Resident Assistant assigned per floor and/or residence of the undergraduate students; each is responsible for the general welfare of the students in their area. The Resident Assistants act as informal advisors to students, providing information on college policies and serve as liaisons between students and administration. They are trained to handle emergency situations and assist in the organization of the housing facilities. The Resident Assistants and the Graduate Residence Director are under the direct supervision of the Assistant Director(s) of Residence Life and the general direction of the Director of Housing and Residence Life.

7.5.3 Residence Policies

7.5.3.1 Room and Board Charges

Students under 21 years of age who do not reside with their parents, and live beyond a reasonable commuting distance (50 or more miles) of the City of Buffalo are required to live in College owned housing.

Charges for room and board must be paid in full by the beginning of each semester. Students who leave the College before the end of the semester without having properly withdrawn from classes and notifying the Department of Housing and Residence Life, or students who have their residence hall/food service contract(s) canceled as a result of a

violation of the Medaille College Student Code of Conduct, or of those rules, regulations, and policies for the Medaille College Residence Halls, are not entitled to any refunds.

7.5.3.1.1 Room Reservations and Deposits

Roommates and/or single accommodations may be requested at the time of deposit. A \$100.00 deposit is required to reserve a room for the academic year or for one semester should student take occupancy mid-year (beginning Spring Term). The deposit also serves as a damage deposit, which is used to offset a resident's outstanding damage charge. The deposit (or a portion of the deposit) will be refunded at the end of Spring Semester only after outstanding charges have been deducted.

7.5.3.1.2 Room and Board Assignments and Charges

The Director of Housing and Residence Life or a designee has the responsibility to make room assignments and to approve room changes. The student initiating the change will be required to move. Changes will be considered only for unusual circumstances, and then only with approval. Students interested in applying for a room change should contact the Assistant Director of Residence Life/RD of the building they reside in.

7.5.3.1.3 Room and Board Refunds

Students who leave the College before the end of the semester or who are required to vacate College housing as the result of disciplinary action are not entitled to a refund of room and board charges. Students who formally withdraw from housing or those who formally resign as Medaille College students are eligible to receive a partial refund of their room and board charges in accordance with the tuition liability policy and schedule.

7.5.3.2 Residency during Holiday Periods

Housing is provided for students during the recesses only after the Director of Housing and Residence Life grants special permission and if the following criteria are met:

1. A letter of intent for staying is sent to the Director of Housing and Residence Life or a designee three weeks prior to the break.
2. The student must live beyond a 50-mile radius of the College.
3. The student must be taking classes and/or have a legitimate reason to stay.
4. The student must complete and submit a Recess Contract for each break the student is requesting permission to stay on campus.

7.5.3.3 Residency During Modules

Students may be granted permission to remain in College Housing during the Evening Modules only after requesting such an exception in writing. Permission may be granted in the following circumstances:

1. A student is officially registered in an academic program, which offers classes only in the evening.

2. A student will be prevented from graduating according to a normal sequence of semesters, if they are not able to register for a class offered only in the evening.

7.5.3.4 Checkout Procedures

All students are required to vacate College Housing Facilities within twenty-four (24) hours of completing their examinations or specific times that may be determined by the Department of Housing and Residence Life. All residential units will officially close at 8:00 p.m. on the last day of all final examinations. Resident students must ensure that they follow proper check-out procedures to avoid any additional fees. Proper procedures are posted 2-4 weeks prior to closing.

The Medaille College housing facilities and dining hall will be closed during the Thanksgiving, Christmas, and Spring Breaks. Please read carefully the notices on specific dates for both closing and reopening during these recesses, which will be circulated by the Student Affairs Staff. Housing is provided for students during the recess only after special permission has been granted. Post-baccalaureate students should notify the Residence Life Office of any special needs, at least three weeks prior to recess.

Students vacating their rooms permanently at the end of the Fall Semester and all resident students at the end of the Spring Semester must accomplish the following before leaving campus:

1. Make sure the room is in good physical condition and clean.
2. Arrange with the Residence Life Staff a mutually agreeable time for room inspection. Students not arranging for inspection will be subject to having their rooms inspected by College Personnel after the semester ends. This may result in charges for damages found during inspection and/or improper checkout. Cleaning charges will be assessed for students whose rooms are left in a disorderly and/or unclean condition. Anything left in the rooms after graduation will be considered garbage or college property.
3. After the inspection, all room and front entrance keys are to be returned to the Residence Life Staff. Failure to return the room key will result in a \$30 assessment per key.
4. Disputes regarding damage bills will not be addressed once the refund process has concluded.

7.5.3.5 Commercial Enterprises

The operation of a commercial enterprise from a residence hall room, apartment, or any other space owned and/or under the general direction of the College is strictly prohibited. Violators will be subject to disciplinary action through the Campus Judicial System.

7.5.3.6 Condition of Rooms

Students are responsible for the cleanliness and general condition of their rooms and all adjacent or surrounding areas. If a member of the Residence Life Staff has spoken to residents of a room about excessive mess and/or garbage in or around the room or

bathroom, the residents themselves must take responsibility to clean the area. If this is not done, the residents shall be billed for the cost of cleaning.

7.5.3.6.1 Furniture Removal

Removal of College furniture from the room in which it is placed is prohibited. Students found in violation of the aforementioned may be subject to fines and/or disciplinary action.

7.5.3.6.2 Destruction of Property

College property should be respected at all times and any damages beyond normal wear are the responsibility of the residents of a given room. Those students, who participate in or are responsible for excessive and/or malicious damage to College property, may be suspended or dismissed from the College and shall be financially responsible for the cost associated with the repair of the damage.

7.5.3.6.3 Damage Assessment Procedures

1. All student rooms and common areas are assessed by the Resident Assistant assigned to that area, before the resident students assigned to that area takes occupancy of the room.
2. The resident students assigned to that particular room then review the inventory with the Resident Assistant to ensure that all pre-existing damages are documented. Once this has been completed the student will sign off on the inventory.

All inventories are stored in the Assistant Director of Residence Life's offices during the academic year. At the conclusion of the academic year the resident assistants are given the inventories and students are expected to schedule an appointment with their Resident Assistant to assess the student's room once all belongings have been packed. This allows for an accurate assessment to be obtained free of obstruction.

All damages assessed are deducted from the students Housing Deposit. Any damage in excess of the \$100.00 housing deposit is billed to the individuals student account. If the party or parties responsible for damage in common areas are not identified either through self admission or investigation the cost of repair will be divided equally among all students in that living area and subtracted from each student's housing deposit.

Students who elect or are asked to move mid-semester will complete an Exit Inventory with their Resident Assistant and/or the Residence Director. A new inventory form for the new room assignment will be completed and the previous room's inventory attached.

Common rooms/hallways that are part of a suite or apartment are inventoried on a separate form and all students who reside in that area are to sign off on, indicating that they are aware of the pre-existing damages and all furniture present at the time that they took occupancy is accounted for.

Damage bills are generated at the conclusion of the each term. Student should allow for a minimum of 4-6 weeks to receive a refund of their housing deposit, minus any charges that may be assessed by the Residence Life Staff.

7.5.3.7 Entering Rooms and Apartments

The College reserves the right for authorized representatives (Residence Life Staff, Student Affairs Staff, Maintenance, Security, etc.) to enter a student's room for housekeeping purposes, for damage inspections, for the establishment of order, for repairs or maintenance, to determine occupancy and vacancies, and in emergency situations to ensure both the safety and well-being of members of the College community. A student's room may also be entered when there is reason to believe that a violation of College policy is taking or has taken place. In such cases, an attempt will be made to have the student present and/or a member of the Residence Life Staff available.

Apartment room damages will be assessed as necessary and immediately following room inspections, at the end of the Fall and Spring Semesters. The Assistant Director of Residence Life, Resident Assistant, and representative of the Maintenance Department will complete room inspections. Damages will be assessed to the smallest identifiable group, i.e., one room, several rooms, a floor, an apartment or all apartments. Common area damages will be deducted from the damage deposits of the members of the identified group.

7.5.3.8 Keys

All side door, apartment, and room keys are the property of the College and cannot be exchanged with, given to another person, or duplicated. Students will be assessed \$30 if they fail to return the key to the Office of Housing and Residence Life during checkout time. Replacement of a lost key during the semester is \$30.00 per key.

7.5.3.8.1 Locking Doors

The following guidelines are designed to insure residents' personal safety.

1. Resident students are urged to keep their doors locked at all times.
2. All outside doors will be locked 24-hours a day.
3. Utilize the alarm system available in all community residences.

7.5.4 Personal Property Liability

The College is not responsible and has no liability for damage or loss of student's personal property. The College recommends that students whose personal property is not covered by their parent's personal property insurance policy should purchase renters insurance coverage on their own.

7.5.5 Quiet Hours

Minimum quiet hours for all residential units are 12:00 a.m. to 8:00 a.m. on Friday and Saturday, and 10 p.m. to 8:00 a.m. Sunday – Thursday.

Besides the established Quiet Hours, the entire housing complex is subject to Courtesy Hours on a 24 hour basis. This means that relative quiet should be respected at all times out of consideration for widely ranging study and sleeping times, and given the fact that the College is located in a residential area. Students possessing potentially loud stereophonic equipment are asked to respect their roommate's and their neighbor's right to quiet.

7.5.5.1 Stereophonic Equipment and Other Electronic Sound Equipment

Only stereos with reasonable amplification levels are permitted. Speakers should never project sound out of the windows and should not be situated on sills or facing windows. Volume should always be at a reasonable level as determined by the staff. Repeated offenses concerning the volume of a resident's stereo may result in disciplinary sanctions and request that the equipment be taken home.

Only non-amplified musical instruments (excluding drums) may be used in the apartments and community residences. At the Humboldt Parkway facilities, permitted musical instruments should be played only between the hours of noon and 9:00 p.m.

7.5.6 Windows

External antennas are not allowed outside residence hall and community residence windows. Screens are not to be loosened or removed from windows. Throwing or dropping litter or other objects from windows is prohibited.

7.5.7 Maintenance Requests

Students needing to have necessary maintenance performed in their living areas should notify their Resident Assistant or go to the front desk of their respective residence hall to complete a work order. For emergency maintenance during the night or weekend (such as a broken pipe or hot water tank that is leaking severely) students should contact the Assistant Director on duty and/or Public Safety.

7.5.8 Housekeeping and Supplies

The College supplies students with garbage bags, toilet paper, light bulbs and all other essential cleaning supplies including vacuum cleaners. These supplies may be obtained daily from Resident Assistants at the front desk of each residence hall.

Residents are responsible for the day-to-day upkeep of their respective areas. Failure to comply with this guideline can result in a charge against the resident's damage deposit, as well as a possible violation to the College Code of Conduct.

7.5.9 Resident Safety

7.5.9.1 Fire Procedures

Fire drills are an important aspect of student safety in the residences and will be executed 4 times during the year. When the notice is given, all persons in Residence are to evacuate the building immediately, according to an established evacuation plan. Failure to leave the building during a fire alarm/drill is a serious violation of College policy and may result in disciplinary sanctions.

The unauthorized use of or tampering with any piece of fire prevention equipment (such as smoke detectors, alarms, and extinguishers) is a serious threat to student life. These acts constitute a significant violation of College policy and may result in residence hall suspension and/or dismissal from the College.

7.5.9.1.1 Fire Extinguishers/Cases and Equipment

Fire extinguishers are placed on each floor for student protection. The discharging of, unauthorized movement of, or tampering in any way with a fire extinguisher carries a mandatory sanction of residence hall probation for the first violation. Floors with discharged equipment will be assessed a charge of \$50.00 for refilling if the individual violator is not identified. Thus, it is the responsibility of each member of the living area to care for this equipment. Cases that are tampered with or damaged will also generate a community fine.

7.5.9.1.2 Fire Hazards

The following items are not permitted in rooms and/or housing facilities since they are in violation of local safety codes: natural Christmas trees, flammable substances hung on walls or ceilings, heaters, hot plates, electric frying pans, frying pans, high intensity lamps (Halogen), air conditioners, large refrigerators, candles, incense, air conditioning and crock pots. Residents should review the housing contract for additional information regarding fire hazards.

Medaille College considers the construction of lofts in apartment rooms a fire hazard.

7.5.9.2 Water Guns, Water Balloons, etc.

Water fights, water balloons, and snowball throwing are strictly prohibited in all residential areas, as they often lead to injury and property damage.

7.5.10 Policies for Guests in Residence Halls

A “guest” at any Medaille College housing facility is defined as a person who is not a Medaille College resident whose purpose is to visit for a short time with another person who is a resident living in that facility. Social gatherings must be approved by the Department of Housing and Residence Life. Guests must vacate College housing prior to 2am on days prior to class days and 3am on days prior to non-class days.

1. Overnight guests should register and obtain a guest pass from the Residence Director and/or the Resident Assistant on duty prior to 12am (midnight). **NO GUESTS WILL BE ALLOWED TO REGISTER AFTER 11pm.**
2. Guest Pass: A guest pass must bear the signature of the guest, the campus host and a member of the Residence Life staff.
3. Resident students are responsible for the registration of their guests with the residence hall staff. Guests who enter the building prior to 9pm and are still inside the building at 9pm will need to come down with their resident student host and be properly signed-in.
4. Any student housing a non-registered guest in their room or public areas of the apartments and/or residence hall(s) will be subject to disciplinary actions.
5. Overnight guests are required to show proof of registration and identification if requested to do so by any member of the College staff or campus public safety.

6. Guests may not stay in the Residence Halls more than two (2) nights in a 7-day period. Additionally, resident students may not have overnight guests more than twice within a 7-day period. Both the guest and the host will be held accountable for adhering to this policy.
7. Guest privileges cannot be transferred. Students who are denied College housing for any reason are not permitted guest privileges in any Medaille College owned residential unit without special permission from the Director of Housing and Residence Life. In addition, former students who have been declared “persona non grata” are not allowed on campus under any circumstances, and are subject to trespassing charges through the Office of Campus Public Safety and the Buffalo Police Department.
8. The student host assumes full responsibility for the conduct of their guest(s) under the provisions of the Student Code of Conduct. Furthermore, bills for damage caused by guests will be sent to the student host. The presence of a non-student Medaille College Policy Manual: Volume VII – Page 17 (unregistered guest) in one’s room creates the presumption that they are that student’s guest.
9. Individuals under 18 years of age are not permitted in College housing unless the Director of Housing and Residence Life or a designee grants special permission. Violation of this guideline will be considered a serious infraction of College policy.
10. Failure of a guest to observe the regulations or conform to the Student Code of Conduct of Medaille College will warrant College intervention. The College will intervene to first clarify the guest policies and the Student Code of Conduct. Should this initial attempt fail to produce satisfactory results, the offending guest may be deemed “persona non grata,” removed from the campus, and denied further College visiting privileges.

7.5.11 Residence Life Visitation Policy

The visitation policy for Medaille College resident students is as follows:

1. Medaille College resident students are allowed to visit with other Medaille College residents students 24 hours a day, 7 days a week
2. Visitation between non-resident Medaille College students and resident Medaille College students can occur until 2:00 a.m. on days prior to class and 3:00 a.m. on days prior to non-class days. The resident host must register their visitor with the Residence Hall staff.

All visitors will be required to show a valid form of photo identification at the time of sign-in and leave their I.D. with the RA on duty, until such time that they leave the premises.

Valid forms of photo I.D. are as follows:

1. Drivers License/Non-Drivers License
2. Passport Photo I.D.
3. Military I.D.
4. Valid Medaille College I.D.
5. College Photo Identification

Identification should have the persons name, address, and date of birth. Parents and/or legal guardians are required to show valid I.D. In addition, faculty or staff persons who may wish to visit during the inter-visitation hours will be required to present I.D.

The Resident Assistant on duty will record the visitor's names and ID numbers, the name of the resident they are visiting, their room number, and the visitor's time of arrival and departure in the Inter-Visitation Log. (Each time they enter and leave the building, they must be entered into log.)

Please Note: This will allow Residence Life staff to have an accurate account of who is present in the building in the event of an emergency.

Overnight Guests are permitted to stay up to 2 nights in a 7-day period, permitting no resident to have guests more than 2 nights a week. Extensions will be granted for long weekends.

Overnight Guests are permitted to register with administrative personnel, the RA on duty, or the security guard on duty after 9:00 p.m. Paperwork does not have to be submitted 24 hours in advance. However, it is preferred that the resident complete all necessary paperwork with the Assistant Director of Residence Life between the hours of 9:00 a.m. and 5:00 p.m. on the day of the visit.

Visitors will be required to carry with them at all times a Guest Pass.

7.5.11.1 Room Visitation

A roommate's wish for privacy, study, sleep, or other personal reasons shall take precedence over the entertainment of the guest. For these reasons, the roommate has priority and may not grant permission for visitation.

7.5.11.2 Room Capacity

The maximum number of guests allowed in any college housing facility is 2 per resident.

7.5.11.3 Bathrooms

Non-residents are encouraged to use those restrooms located on the first floor of the residence hall. However, overnight guest are permitted to use the facilities located in the residential area, so long as there is an agreement amongst those who occupy the shared facility. The host resident should check the area prior to the guest entering and must make all other parties aware of when the facility is in use by their guest.

7.5.11.4 Additional Facilities

All laundry rooms and utility rooms are off limits to guests except when accompanied by their host.

Main lounges are available during designated hours for visitation. Between 10:00 p.m. and 8:00 a.m., strict attention will be given to quiet hours. Excessive noise from visitors and/or the television in the lounge will not be permitted.

The host resident is responsible for the conduct of the visitor, either resident or non-resident, at all times during their visit. Hosts are required to escort their guests at all times

and to all locations including to the host's room, around the building and the campus for security reasons.

Anyone found in the building after the above stated hours of visitation, will be escorted from the building or residence and the host may face disciplinary action from the Office of Housing and Residence Life.

Visitors under the age of 18 are not permitted, unless accompanied by parent or legal guardian.

Note: Parents are not permitted to remain in residence overnight, unless extreme conditions exist, i.e., inclement weather. In the event that the aforementioned should become necessary, the Assistant Director of Residence Life/should be contacted immediately.

7.5.11.5 Complaints and Violations

It is the resident's responsibility to inform their guest of the rules of the campus; in particular those that pertain to residence life. The host will be held accountable for the actions of their guests while they are on campus. It is also their host's responsibility to make known any complaints, violations, and/or problems regarding the visitation policy. The Resident Assistant or Assistant Director on duty should be notified of any problems that arise. In the event of a violation the R.A. should forward all names of those involved to the Assistant Director of Residence Life.

Guests are not permitted to have guests. Only residents of the particular residence are allowed to host visitors.

Specific interpretation of the policy or any part of it will be left entirely to the Director of Residence Life or the Director's designee.

Residence Life staff are not permitted to open the door of a resident for a guest, except in the case of an emergency.

The responsibility for the implementation and effective operation of the visitation policy is delegated to Residence Life staff persons. The Residence Life staff should encourage residents to cooperate with one another in respect to the Visitation Policy.

Failure to comply with the policy may result in the loss of visitation privileges.

7.6 Student Code of Conduct and Judicial Procedures

7.6.1 Introduction

The Board of Trustees shall bear full responsibility for the College as a corporate entity. It shall determine the general educational policies of the College. The President shall be the Chief Executive Officer of the College, and shall have the general responsibility for administering the policies approved by the Board of Trustees. Responsibility for regulations and standards in the area of student life is in turn, delegated to the Chief Student Affairs Officer or a designee. While exercising these powers, the Board of Trustees and College Administration acknowledge and affirm the rights and responsibilities

of students as defined herein, as well as rights and responsibilities which are inherent in the educational process.

7.6.2 Student Rights within the College Community

With the approval of the Board of Trustees, the College affirms the following student rights and privileges:

1. To engage in discussion, to make inquiries, to exchange thought and opinion, to publish and exchange findings and recommendations, to speak, or print freely on any subject, and to sponsor speakers of their choice, in accordance with the guarantees of our Federal and State Constitutions, subject only to the right of the College to make reasonable rules and regulations related to thereto.
2. To associate with whomever they please.
3. To engage in educational process.
4. To engage in peaceful, orderly, and nondestructive picketing, protests and demonstrations, to the extent they do not violate public law and do not interfere with the educational process, or the rights of other members of the college community.
5. To be free from discrimination on the basis of race, creed, color, sex, religion, sexual orientation, national origin, or disability.
6. To be secure in their persons, living quarters, papers and effects, from the reasonable, illegal, or unauthorized searches and seizures; and in the event of a legally authorized search, whenever possible to have present an official of the College and the student against whom the legally authorized search is directed.
7. To be free from violence, force, the threat of force, entrapment and coercion.
8. To organize one's own personal behavior as long as such behavior does not violate public law or the right of others, and does not interfere with the educational process.
9. To be informed of the standards and the norms of conduct established by the College, and the right to have advance notice of any sanctions for violations thereof.
10. To have the benefit of fair equitable procedures for determining the validity of charges of alleged violations of College standards of conduct. All procedures shall be structured to facilitate a reliable determination of the truth or falsity of charges while providing due process and fundamental fairness to all persons.
11. To retain unaltered status as a member of the College community, to be present on the campus and attend classes, during the consideration of any disciplinary matter, except for reasons relating to the safety and well-being of members of the College community or College property or to a student's own physical or emotional safety and well-being.
12. To petition for redress of a grievance arising from negligent, malicious, or irresponsible actions of a member of the College community.

13. To have College records reflect only such information as is reasonably related to the educational purposes of the College.
14. To be informed of the existence, custodianship, and general character of all personal records maintained by the College. To inspect all personal records, except records determined to be confidential in accordance with the properly established criteria.
15. To have protection from disclosure of personal records to unauthorized persons in accordance with the Family Educational Rights & Privacy Act of 1974. Information will not be released outside the College community without the expressed consent of, or waiver by, the student involved, except under valid legal compulsion or where there is a danger to a member of the College community, in said cases, the student will be informed of any such release.
16. To establish and elect a democratic, representative, student government.
17. To be heard and have one's views considered at appropriate levels of the decision-making process within the College community.
18. To use designated College facilities as individuals and members of student organizations for extra-curricular activities sponsored by registered student organizations and student groups, subject to the priority of academic needs and to reasonable College rules and regulations regarding use of facilities.

7.6.3 Student Code of Conduct

The Student Code of Conduct is the product of the combined efforts of the administration, faculty, and students and is approved by the Board of Trustees.

The purpose of this Code is to delineate non-academic standards of conduct appropriate to the College in consonance with the educational goals of the College.

All students are expected to familiarize themselves with the provisions of the Code and their individual responsibility within it.

The Student Code of Conduct shall apply to all undergraduates, graduate and professional students attending Medaille College. The College shall also subject to other regulations properly adopt students.

The following shall be meaning of terms as used herein:

1. "Student" means any person matriculated, registered or enrolled in a College course or a program of study program or pursuing a course of study at Medaille College.
2. "College Official" means any person employed by the College who is assigned administrative or professional responsibilities, or a public safety officer.
3. "Member of the College Community" means any student, faculty member, or College Office or employee of the College.
4. "Offense" means conduct and/or attempts to engage in conduct inappropriate to the College Community for which disciplinary action may be instituted.
5. "College Property" means all property owned, leased, or controlled by the College.

Students are expected to conduct themselves as responsible members of the College community. Those students whose conduct demonstrates a disrespect for law, the rights of others, or the health, welfare and safety of members of the College community will be subject to disciplinary action by the College, only if such conduct, or attempts to engage in such conduct, takes place on College property or in the course of a College-sponsored or supervised activity, or if such conduct results directly from membership in the College community.

7.6.3.1 Offenses Related to Property

An Offense related to property is committed when a student:

1. Knowingly and without consent or authorization has in the student's possession College property or the property of another person.
2. Knowingly and without consent or authorization removes, uses, misappropriates, or sells College property or the property of another person.
3. Intentionally or negligently damages or destroys College property or property owned or in the possession of another person or the College.
4. Obtains College property or the property of another person by misrepresentation or fraudulent means.
5. Enters or uses facilities or property of the College or another person without consent or authorization.

7.6.3.2 Offenses Related to Persons

An Offense related to a person is committed when a student:

1. Intentionally or knowingly and without authority or consent limits or restricts the freedom of a person to move about in a lawful manner.
2. Threatens by any means, intimidates, coerces, or uses physical force in a manner which endangers the health or safety of a person or which would or should be expected to cause a person to be fearful of physical or emotional harm.
3. Physically abuses or injures another person.
4. Intentionally slanders or libels another person.
5. Obstructs, interferes, or denies another student the rights and privileges affirmed by the Board Trustees.

7.6.3.3 Offenses Related to the Operation of the College

An Offense related to the operation of the College is committed when a student:

1. Abuses or damages College Property by using it in a manner inconsistent with its obvious or designated purpose.
2. Forges, alters, takes possession, duplicates, or uses documents, records, keys, or identification without the consent or authorization of appropriate College Officials.
3. Falsifies information or records submitted to a College official or Office.

4. Fails to comply with the lawful direction of a College official acting in the legitimate performance of his or her duties and authority.
5. Refuses to respond to a legitimate oral or written request to report to a College Official exercising official authority.
6. Fails to present College identification upon request by a College Official.
7. Purports to represent the College or person in the College Community improperly and without authorization.
8. Engages in solicitation of any type in or on College Property unless approved by an appropriate College Official.
9. Intentionally obstructs the operation and functions of the College by failing to comply with the policies and procedures of the College.
10. Obstructs or interferes with the reprimand, discipline or apprehension of another person who is involved in the commission of an Offense under the Student Code of Conduct or other College regulations or rules.

7.6.3.4 Offenses Related to Welfare, Health or Safety

An offense related to welfare, health, or safety is committed when a student:

1. Uses, possesses, or manufactures without authorization firearms, explosives, weapons, or other dangerous articles or substances injurious to persons or property.
2. Falsely reports a fire, or activates emergency warning equipment or communicates false information regarding existence of explosives on College property or property used by the College for a duly designated College function.
3. Abuses misuses, remove, or damages fire or safety equipment.
4. Refuses to vacate buildings, street walks, driveways, or other facilities of the College when directed to do so by College Official.
5. Uses, possesses, distributes, sells, is under the influence of narcotics, hallucinogens, dangerous drugs, or controlled substances except as permitted by law.
6. Possesses or consumes alcoholic beverages on campus or at a College sponsored function off-campus if under the age permitted by the State of New York.
7. Engages in games of chance or money or other gain in violation of the law.

7.6.3.5 Offenses Related to the College Student Judicial System (CSJS)

An offense related to the CSJS is committed when a student:

1. Attempts to intimidate coerce, or influence a person by any means in an effort to discourage or prevent that person's use of, or participation in, any judicial process or proceedings.
2. Attempts to influence the impartiality of any member of the judicial body prior to or during the course of a judicial proceeding.

3. Fails to respond to written notification of a judicial proceeding.
4. Knowingly falsifies, distorts, or misrepresents information before the student body.
5. Disrupts or interferes with the orderly conduct of a judicial proceeding.
6. Knowingly institutes a judicial proceeding without proper cause.

7.6.4 Judicial System Administration

In accordance with the provisions of the College By-laws, and the actions of the Board of Trustees, the President, who is the Chief Executive Officer of the College, delegates the supervision of student conduct to the Dean of Students, hereafter called the C.S.A.O. All disciplinary actions remain subject to final review by the President of Medaille College.

7.6.4.1 The Role of the Chief Student Affairs Officer (CSAO)

The supervision of student conduct is the responsibility of the Chief Student Affairs Officer (C.S.A.O.). All disciplinary actions remain subject to final review by the President of Medaille College.

The C.S.A.O. shall serve as the liaison with students who have been placed on disciplinary probation or separated from the College; the Office of Student Affairs shall be responsible for informing students of the procedure for reinstatement. The C.S.A.O. has authority to carry out or direct Interim Suspension of students as authorized by the President of the College. The C.S.A.O. also has authority either to recommend or to place a hold from further registration on the student's records with appropriate legal and procedural safeguards to the rights of students. The C.S.A.O. may release information concerning the status of the discipline case to persons involved in the case.. These may include the accuser, the witness, the Student Affairs staff, and other appropriate College officials.

The C.S.A.O. serves as an advisor to the various campus judicial boards. The C.S.A.O. may not, however, be a member of any board. The C.S.A.O. is responsible for deciding upon sanctions based on the recommendations of the Campus Judicial Board or may refer the case to the President for final adjudication.

The C.S.A.O. shall have responsibility for receiving complaints against student(s) from any member of the College community, from local and state agencies and from the general citizenry. Complaints, which appear to be substantially indicative of a violation of College regulation, shall be reasons for C.S.A.O. to charge the student(s). The C.S.A.O. shall notify the student in writing of the specific rights, together with a statement of the hearing procedures and sanctions. The accused student(s), in consultation with the C.S.A.O., shall decide upon one of the following three options:

1. To dispose of the charges informally by mutual consent without the initiation of a formal hearing. The normal disposition of a student conduct incident report will be for the case to be resolved by the C.S.A.O./designate and the student. With this option, the C.S.A.O./designee's disposition of the case and disciplinary sanctions are final and binding.
2. To take the case before the Campus Judicial Board for adjudication. The advisor for the Campus Judicial Board will be the C.S.A.O., the Associate Dean of Students, or a designate.

3. To have the case heard by a Hearing Officer who shall be a member of the full-time faculty or administration.. The C.S.A.O. shall attempt to name a hearing officer who is mutually acceptable to the parties involved.

7.6.5 The Campus Judicial Board

7.6.5.1 Composition

The Campus Judicial Board shall be composed of fourteen (14) students. Five (5) members of the CJB shall be present for a hearing. It is the responsibility of the C.S.A.O to make appointments to the CJB based on the recommendations of a selection committee.

7.6.5.2 Term of Office

Members of the Campus Judicial Board shall be appointed for staggered terms of two years. Vacancies may be filled at any time.

7.6.5.3 Sanctions

The Campus Judicial Board may recommend any College approved sanctions. The recommendations shall be forwarded to the C.S.A.O. The C.S.A.O. may either implement the sanctions as recommended, or may lessen or increase the severity of the sanctions.

7.6.5.4 Appeals

A student who wishes to appeal the findings and/or recommendations of the Campus Judicial Board must submit a written request for an appeal within two (2) days of receipt of the final decision. The request shall be directed to the C.S.A.O. An appeal shall stay the imposition of a sanction unless the C.S.A.O., with the concurrence of the President, for good cause, directs in writing that the sanction be imposed immediately.

7.6.5.5 Appointment to the Campus Judicial Board

A selection committee established by the C.S.A.O., which shall be representative of the College Community, shall make recommendations for appointment to the Campus Judicial Board at the beginning of the Fall and Spring Semesters.

Applicants shall be solicited from the student population and shall meet the following requirements:

1. Must be registered student;
2. Must not be on academic or disciplinary probation.

All appointments shall be made by the C.S.A.O. based upon the recommendations of the selection committee and after meeting with each recommended student.

7.6.5.6 Removal of a Campus Judicial Board Member

A member of the Campus Judicial Board shall be removed automatically for the following:

1. Academic probation

2. Disciplinary probation

In the unusual case where a member of the campus judicial board fails to discharge the responsibilities of the position, that member may be removed by the majority vote of a Campus Judicial Board membership. Any such removal must have the approval of the C.S.A.O.

7.6.6 Rights of Students in Disciplinary Proceedings

In preserving the rights of the individual student, the College shall have the obligation:

1. To describe its standards clearly.
2. To make known its standard in a form readily available to its students, which will provide fair notice of what is expected and what is forbidden.
3. To apply rules and regulations equally, fair, and impartially to all students.
4. To make an appropriate minutes of the hearing, which shall be made available to the parties involved upon request.
5. For any disciplinary action for which sanctions may be imposed, students have the right:
6. To be considered innocent until found guilty of a violation of the Student Code of Conduct.
7. To be informed of their rights.
8. To receive written, timely, and complete notice of the specific charges to be resolved.
9. To seek the advice of any person within the College. Such rights shall not include the right to be represented at a hearing by any third party.
10. To have a fair disposition of all matters as promptly as possible under circumstances.
11. To elect to dispose of the charges informally by mutual consent with the C.S.A.O. or to have their case heard by either the Campus Judicial Board or Hearing Officer.
12. To have a private hearing, or, with the consent of the C.S.A.O. to have public hearing.
13. To hold unaltered student status pending a final adjudication and disposition of all matters except for compelling reasons relating to the safety and well-being of members of the College Community, or College Property, or for compelling reasons relating to the student's own physical or emotional safety or well-being.
14. To have a preliminary conference with the C.S.A.O. or their appointed representatives prior to a full hearing.
15. To be informed of the maximum and minimum sanctions which may be imposed.
16. To be informed of the format and procedure of the Campus Judicial Board.
17. To be informed of the general nature of the evidence to be presented.

18. To confront and question all parties and witnesses as appropriate. In that case that the College will make an effort to provide the student with all the information it has from the other parties and any witnesses.
19. To present a factual defense through personal testimony and other relevant evidence.
20. To decline to testify against oneself.
21. To request attendance of witnesses upon a showing of relevance and necessity.
22. To receive a record of the hearing upon request.
23. To have only relevant evidence considered by the Campus Judicial Board. The Moderator determines relevance.
24. To be informed of all decisions as soon as possible.
25. To request a review of a decision and be informed of the criteria and procedures which were followed.

7.6.7 Judicial Board Procedures

Any member of the College Community may institute a proceeding before a judicial body by filing a complaint in the Office of C.S.A.O. A complaint against a student must set forth the following:

1. The name and address of the student against whom a complaint is being lodged.
2. The name of the complainant and their status in the College Community.
3. The alleged offense, which is the basis of the complaint.
4. A statement demonstrating the facts of the alleged offense, which must include:
 - a. Date of occurrence
 - b. Time of occurrence
 - c. Place of occurrence
 - d. Narrative of events
5. The names of persons having personal knowledge of circumstances or events.
6. The general nature and description of all evidence.
7. The signature of the complainant.

A computer template maybe obtained from Student Affairs.

NOTICE: Upon request of a properly filed complaint, the C.S.A.O. shall notify the accused student by mail and, if possible, in person that proceedings have been instituted. The written notice shall include:

1. A notice of the complaint
2. A request for a preliminary conference

The student will have time to respond to said charges. Students will be asked to respond within 72 hours.

7.6.7.1 Preliminary Conference

The C.S.A.O. shall schedule a preliminary conference. The purpose of the preliminary conferences is to provide guidance to the accused in the disposition of the charges, to answer questions regarding the procedures and format of the Campus Judicial System or to make arrangements for a hearing, and to provide other assistance when appropriate.

7.6.7.2 Hearing Notification

After a reasonable attempt to confer with all parties the C.S.A.O. shall schedule a hearing. All parties shall receive written notification of all hearings which shall include the time, date, and place of hearing.

7.6.7.3 Witnesses

Any member of the College Community may, upon showing relevance and necessity, request witnesses to appear at the hearing. Witnesses who are members of the College Community shall be called and other witnesses shall be requested to appear at the hearing.

The call or request to witnesses shall set forth:

1. Names of the parties
2. Request to appear
3. Time of the hearing
4. Date of the hearing
5. Place of the Hearing
6. Signature of the C.S.A.O.

7.6.7.4 Hearing Format

The Campus Judicial Board, under the direction and advisement of the C.S.A.O./designate, does not function as a civil or criminal court of law but rather as a formal hearing board. Therefore, legal technicalities are kept to a minimum while an emphasis is placed upon maintaining the interdependent network of rights and responsibilities between the individual student and the College. Hearings held by the Campus Judicial Board are oriented towards the achievement of an understanding among all parties involved. Within this conceptual framework, the legal doctrine of procedural due process is operationally defined as fundamental fairness. Thus, the judicial system works to ensure that there is fundamental fairness throughout the disciplinary process, i.e., sanctions and the right to appeal.

The Judicial Board shall adhere to the following format for all hearings:

1. The Coordinator shall introduce the members of the Board, and request the names of all persons present at the hearing. The Coordinator shall then explain the procedure to be followed if there are any questions. Minutes of the hearing will be made..
2. The Coordinator will read the charges being filed against the student, and will ask the accused to respond with respect to the charge of guilt or innocence. The accused student and the complainant will both be asked to give their accounts of the incident.

3. The Coordinator will ask the party filing charges if they have any additional information or clarification.
4. Witnesses for both sides will be asked to give their account of the incident or alleged policy violation.
5. At the conclusion of the two presentations both of the parties involved will be free to ask questions of the parties involved or any witnesses.
6. Board members reserve the right to ask questions or clarification at any time during the course of the hearing.
7. When all aspects of the case have been discussed to the satisfaction of the parties involved, the Coordinator will ask all people to leave the room, except for the Board members.
8. During deliberations, the Board will first decide whether or not the accused student is guilty of the charges as indicated. If guilty, the student will be sanctioned in accordance with the sanctions stated under College Sanctions.
9. Both parties will be asked to return to the room, and the decision will be read. In the case that further reflection is needed before a decision is rendered, the hearing officer/coordinator will contact the parties and inform them of the decision once one has been reached.

7.6.7.5 Final Adjudication

The Campus Judicial Board in its deliberations shall consider only relevant evidence presented at the hearing. The adjunction shall be sent to the C.S.A.O. for a decision. It shall then be sent in letter form to the accused student, and shall set forth:

1. Name of the parties
2. Date of the hearing
3. Offenses involved
4. Finding of fact
5. Recommend sanctions
6. Signature and Approval of the C.S.A.O.

Where a sanction is in effect, a record of it may be properly introduced at a subsequent disciplinary hearing if it is determined a student has committed another offense.

7.6.7.6 Sanctions

Sanctions imposed upon students must be proportionate to the gravity of the offense. Sanctions, which may be imposed, are:

1. Disciplinary Warning – a written statement to a student that the student is violating or has violated institutional regulations, and that the continuation of such conduct will not be tolerated. The fact that a student has received one or more disciplinary warnings in the past may affect the severity of a sanction in subsequent disciplinary proceedings.
2. Disciplinary Reprimand – a written statement from the C.S.A.O or their representative, expressing disapproval of conduct. A record of a disciplinary

reprimand shall be maintained in the Office of the C.S.A.O. for the period it is in effect. During that same period a record may be introduced in subsequent disciplinary proceedings.

3. Disciplinary Probation – a conditional retention of a student’s status for a specified period of time. During the probationary period a student is excluded from participation in extra-curricular College activities nor may the student hold any appointed or elected position within the College Community. A record of disciplinary probation will be maintained in the Office of the C.S.A.O. for the period it is in effect and during the period the record may be introduced in subsequent disciplinary proceedings.
4. Residence Hall Probation – a conditional retention of a student’s status for a specified period of time. A record of Residence Hall Probation shall be maintained in the Office of the C.S.A.O. for the period it is in effect and during that period it may be introduced in subsequent disciplinary proceedings.
5. Restitution – a written direction to replace, repair, or make specific compensation for property of the College or another person, which was damaged, destroyed, or misused. A record of a direction to make restitution shall be maintained in the Office of the C.S.A.O. until full restitution is made, and during that period the record may be introduced in subsequent disciplinary proceedings.
6. Interim Suspension – an immediate exclusion from classes and all other College privileges or activities that is imposed by the President or C.S.A.O. (or their representative) of the College, pending a hearing before the appropriate judicial body. Interim suspension will be imposed only to ensure the safety and well being of members of the College community, or College property, or to ensure the student’s own physical or emotional safety and well being.
7. Residence Hall Suspension – a loss of the privilege of living in college sponsored housing for a specified period of time. A record of Residence Hall Suspension shall be maintained in the Office of the C.S.A.O. for the period it is in effect and during that period it may be introduced in subsequent disciplinary proceedings.
8. Disciplinary Suspension – a termination of registration as a student for a specified period of time. During the period of suspension a student is excluded from classes and all other College privileges or activities. A record of disciplinary suspension is maintained as a permanent record in the Office of the C.S.A.O. and a copy shall be placed in the student personnel file.
9. Residence Hall Dismissal – a permanent termination of the privilege of living in college sponsored housing. A record of Residence Hall Dismissal shall be maintained in the Office of the C.S.A.O. and may be introduced in subsequent disciplinary proceedings.
10. Disciplinary Dismissal – a termination of registration of a student. If the student applies for readmission, the student will not be allowed to return to the College. A record of a disciplinary dismissal is maintained as a permanent record in the Office of the C.S.A.O. and a copy shall be placed in a student’s personnel file.
11. Substituted Sanction – a constructive undertaking by a student, which shall be maintained in the Office of the C.S.A.O. until the undertaking is completed. If the

substituted sanction is not satisfactorily completed, the C.S.A.O. shall reinstitute the original sanction.

12. *Persona Non Grata* – an exclusion from College property/buildings for a specific or indefinite period of time.

7.6.8 College Review Board

7.6.8.1 Jurisdiction

The College Review Board (CRB) is the duly authorized appellate body, which serves as an advisor to the President. It shall hear appeals by the students from findings and/or recommendations of the Campus Judicial Board. The CRB shall also review findings and/or recommendations at the request of the C.S.A.O.

7.6.8.2 Composition

The Review Board shall be standing body of two (2) faculty members and three (3) students; the former appointed by the Faculty Council of Medaille College and the latter by the Student Government Executive Committee. A matter properly submitted for review shall be heard by the Review Board, which will consist of five member of Medaille College.

7.6.8.3 Term of Office

Members of the CRB shall be appointed for staggered terms of two years. Vacancies may be filled at any time.

7.6.8.4 Appeal

A student may appeal the recommendation(s) of the Review Board to the President of the College when the sanction involves separation from the College. When the President agrees to consider an appeal, the President shall review the records of the board of original jurisdiction and of the Review Board and such written submissions and oral arguments as the President requests. The President shall make such dispositions of the case, as the President deems appropriate.

7.6.8.4.1 Right to Appeal

Students have the right to appeal a decision of the Campus Judicial Board when they successfully present a substantial question within the scope of the review of the CRB and either the prior adjudication or action resulted in:

1. Suspension or dismissal from the College for violation of the Student Code of Conduct.
2. Suspension or dismissal from College residence halls.

7.6.8.4.2 Procedures of Appeal or Review

All requests for appeals must be submitted in writing to the C.S.A.O. within two (2) days of the receipt of the final decision. In reviewing an appeal, the Review Board shall limit itself to consideration of the following questions:

1. Whether the adjudicatory process of an initial hearing was conducted fairly.
2. Whether the adjudication was supported by the evidence.
3. Whether the sanction or remedy imposed was in due proportion to the gravity and nature of the conduct.

The student adversely affected by the decision of the Campus Judicial Board may institute an appeal by filing a petition in the Office of the C.S.A.O. and/or Moderator of the Campus Judicial System. A petition must set forth the following:

1. The name and address of the petitioner adversely affected by the prior adjudication.
2. The name and address of the respondent.
3. The result of the prior adjudication.
4. One or more of the questions within the scope of review of the CRB.
5. A statement supporting, through factual narrative and argument, the petitioner's position.

The Moderator in consultation with one student and one faculty member of the CRB shall review the petition and determine whether all requirements set forth for the filing of an appeal are satisfied and whether the petition sets forth the basis for an appeal and raises a question within the scope of review.

After reviewing all material and arguments relevant to the appealed case, the Review Board may choose one of the options:

1. The decision of the initial hearing board should be upheld, and the sanction should be implementing as recommended.
2. The decisions of the initial hearing board should be upheld, but the severity of the sanction should be decreased.
3. The decisions of the initial hearing board should be overturned. Reasons for this recommendation must be given.
4. Recommend that the initial hearing board rehear the case. Reasons must be given for this recommendation.

The recommendations for the CRB will be forwarded to the C.S.A.O. The C.S.A.O. either implements the recommendation(s) or transmits the case and all materials to the President of the College for disposition. The C.S.A.O shall notify the student of the status of the case.

7.7 Student Activities and Organizations

7.7.1 Campus Activities

Co-curricular (campus) activities are a valuable part of a student's collegiate experience. Involvement complements a student's academic work by providing opportunities to pursue interests, gain valuable experiences, and develop leadership and management skills. It also offers an opportunity to socialize within Medaille's diverse population. Additionally, participation in co-curricular activities increases a student's marketability upon graduation.

7.7.1.1 Student Development Transcript

The Student Development Transcript is a record of a student's participation in the co-curricular program at Medaille College. Leadership and other developmental activities are validated through the Student Affairs Office, which assists students in preparation and distribution. Contact the Student Affairs Office for additional information.

7.7.1.2 Student Activities Board

The Student Activities Board (S.A.B.) is the programming arm of the Student Government Association (S.G.A.). This Committee plans a variety of activities, which represents the interests of a diverse student population. In any given year, this may include parties, boat rides, camping and ski trips, theater excursions, lectures, sports events and much more. The program compliments the traditional events, which are held on an annual basis: the Fall and Spring Picnics, the annual Holiday Party, and co-sponsorship of the Awards Banquet.

The Executive Committee of the Activities Board consists of the S.G.A. Vice President for Programming, a Vice President of the S.A.B., Treasurer, Secretary and a Public Relations Officer. The Vice President for Programming serves on the Student Government Executive Board and is elected by the student body.

Anyone who would like to learn more about S.A.B. should stop by the Student Activities Office, located in the Campus Center, second floor, C215.

7.7.1.3 Student Government Association

The Student Government Association (S.G.A.) unites all its members in a commitment to the ideals for which Medaille stands, to expand the co-curricular life, to coordinate all student organizations, and to act as a medium through which student opinions can be expressed. S.G.A. serves as the liaison between the student body, faculty, administration, and the Office of Student Affairs. S.G.A. consists of volunteer students, elected by students, working for all of the students at Medaille College.

The Office of Student Activities through the S.G.A. coordinates student activities. The S.G.A. Finance Committee, in conjunction with the Director of Student Activities, distributes the Student Activity Fee funds to all of the various clubs and organizations. All of the diverse groups, which operate under the auspices of S.G.A. are described in the beginning of this Section 7.7 of the Policy Manual.

7.7.1.3.1 Membership

The membership of the SGA consists of:

1. The Executive Board
 - a. President
 - b. Vice President for Legislation
 - c. Vice President for Programming
 - d. Treasurer
 - e. Secretary
 - f. Public Relations Office
 - g. Chairperson of Club Council
2. The Student Representatives
 - a. Senators (9)
 - b. Freshmen Senators (3)
 - c. Evening Student Delegates (3)

To run for a Student Government position, students may pick up an application and petition from the Student Activities Office. Elections for the Executive Board and upper Senators are held during the spring semester. Freshmen Senators and any other vacant positions are elected at the beginning of the fall semester.

The Student Government Association's Office is located on the second floor of the Campus Center within the Clubs and Organizations room C217.

7.7.1.4 Clubs

To learn more about the clubs and organizations, descriptions are found in the Student Planner

7.7.2 Intramurals and Recreation

Medaille College offers a variety of sports at the intramural level of competition including softball, volleyball, indoor soccer, and flag football. Student interest determines those sports offered.

Recreational activities include aerobics, bowling, camping, golf, and skiing. These are just a few of the activities available. For more information contact the Events Coordinator, who's office is located in the Campus Center Gymnasium.

7.8 Student Government Association Constitution

Preamble

Within the academic community, it is proper that there be some degree of organization for the purpose of unifying and expressing student opinion, protecting students' rights, maintaining an atmosphere of academic freedom, and promoting student activities in both the academic and social fields. It is for the pursuit of these goals and for the promotion of the general welfare of the student body, that the students, with the consent and authorization of the President of Medaille College, establish this constitution.

7.8.1 Article I – Name

The name of this organization shall be the Student Government Association of Medaille College. Within this constitution, this organization may be referred to as the Government or S.G.A.

7.8.2 Article II – Purpose

The primary purpose of this organization shall be to serve as the official representative organization of the student body; to serve as the liaison between the student body and faculty, administration and the Office of Student Affairs; to preserve and enhance the projects and activities which contribute to the quality of student life; to supervise student organizations and student activities on campus with the assistance of the Director of Student Activities; to protect the rights of the individual; and promote the general welfare of the student body of Medaille College.

7.8.3 Article III – Authority

The Student Government Association of Medaille College and its constitution derive their authority from the consent of the student body and the approval of the College President. This document shall serve as the supreme authority of the S.G.A.

7.8.4 Article IV – Membership

7.8.4.1 Section 1 – The Medaille College Student Government Association

The Medaille College Student Government Association shall consist of:

- a. The Executive Board
- b. Senators
- c. Evening Student Delegate
- d. Club and Organization Representatives
- e. Ex-Officio Members

7.8.4.2 Section 2 – The Executive Board

The Executive Board shall consist of:

- a. The President
- b. The Vice President of Legislation
- c. The Vice President of Programming
- d. The Treasurer
- e. The Secretary
- f. The Public Relations Officer
- g. The Chairperson of Club Council

7.8.4.3 Section 3 – Senators

The Senators shall consist of nine full-time students, and three first-year students (or freshman), elected by the student body, for a total of 12 senators.

7.8.4.4 Section 4 – Evening Student Delegate

The Evening Student Delegate shall be a student classified as such by the Registrar's Office and shall be elected by the student body.

7.8.4.5 Section 5 – Club and Organization Representatives

The Club and Organization Representatives shall consist of one (1) member from each recognized club or organization on campus, to be chosen by those clubs and organizations.

7.8.4.6 Section 6 – Ex-Officio Members

The Ex-Officio members shall consist of the entire student body of Medaille College.

7.8.5 Article V – Advisors

1. The Dean of Students and the Director of Student Activities will serve as Advisors to the S.G.A.
2. The S.G.A. Advisors are expected to share the responsibilities of S.G.A. and act as a source of information regarding programming, College policies, and campus issues.
3. Duties/Responsibilities
 - a. One Advisor must approve/sign all contracts and any other responsibilities involving S.G.A. which have legal ramifications.
 - b. The Advisors have the ultimate responsibility for ensuring the appropriate expenditure of funds, balancing the S.G.A. budget on an annual basis, and maintaining appropriate financial records in conjunction with the S.G.A. treasurer.
 - c. The Advisors serve as the liaisons between the S.G.A. and the office of Student Affairs, the President, Administrative Council and faculty.
 - d. The Advisors provide the training and leadership development of S.G.A.
 - e. The Advisors will act in the best interest of S.G.A. at all times.

7.8.6 Article VI – Powers

7.8.6.1 Section 1 – Powers of the Student Government

The Student Government shall have the following powers:

- a. To act as the sole official representative body of the Medaille College student body.
- b. To appropriate, review, and allocate funds, enter agreements, and conclude contracts.
- c. To assist and oversee official extra-curricular activities.
- d. To assist and oversee all officially recognized student organizations.

- e. To provide such services to the student body as, from time to time, seem fitting.
- f. To commission subordinate committees it considers appropriate (the Chairman is responsible for recruiting the committee personnel), and ensuring the completion of the committee objective. The committees are subject to the authority of S.G.A., its members do not have to be elected representatives of the Government.
- g. To nominate students to the College Committees as appropriate (these students need not be members, and are subject to the authority of the Student Government).
- h. To establish any ordinances, regulations, procedures, or penalties (not inconsistent with College, State or Federal law) necessary and proper to execute these powers; including the execution of S.G.A. elections.

7.8.6.2 Section 2 – Powers of the S.G.A. Executive Board

- A. The Executive Board as a whole has the following powers:
 - 1. To render decisions, appropriate funds, and pass legislation in emergency situations.
 - 2. To call Executive Board meetings, with the opening of meetings to non-Executive Board members left to the direction of the President.
 - 3. To act as the Finance Committee when it is deemed necessary.
 - 4. Granting student organizations official recognition (after which the Dean of Students and Director of Student Activities must decide similarly for a student organization to received full official recognition).
 - 5. The Executive Board must meet at least once in every calendar month of the academic year and it is to be chaired by the President of S.G.A.
 - 6. Each member shall represent the will and welfare of the electorate and assist the S.G.A. to the best of each member’s ability.
 - 7. Each member shall have full discussion, motioning, and voting rights within the Executive Board and S.G.A.
- B. The President has the following powers and responsibilities:
 - 1. To be responsible for the administration of the S.G.A.
 - 2. To preside over and call all regular S.G.A. meetings, as well as Executive Board meetings; unless the President relinquishes the gavel or is absent.
 - 3. To act as the official representative of the S.G.A. unless otherwise directed by a majority vote of the S.G.A. as a whole.
 - 4. To appoint, with approval from the S.G.A., the Chairperson of any committee that the Government commissions.

5. To nominate, for the approval of the President of the College, the students to serve as the representatives on the College Committees as appropriate.
 6. To act as the official liaison of S.G.A. to the College Board of Trustees as may be appropriate.
- C. The Vice President of Legislation shall have the following powers and responsibilities:
1. To preside over meetings and execute presidential responsibilities in the event of the President's absence, and only after all reasonable attempts to reach the President have failed.
 2. To assist the President in the administration of the S.G.A. and maintain order during meetings in general session. Immediate interpretation of this constitution is also granted for maintaining order at such meetings.
 3. To serve as Coordinator of student representatives to the Committees of the College:
 - a. To meet with the Student Representatives of the College Committees at least twice a semester or as deemed necessary.
 - b. To maintain accurate listings of student representatives to the College Committees and to aid the President of the S.G.A. in filling vacancies in these committees.
 4. To serve as the official representative of the S.G.A. to the Alumni Board/Student Publication Review Board and any other representative positions as appointed by the Government.
 5. To serve as Chairperson of the Constitution Committee.
 6. To oversee and coordinate the elections of all S.G.A. positions, unless the current Vice President is running for an S.G.A. position.
- D. The Vice President of Programming shall have the following powers and responsibilities:
1. To participate in the Student Government as an Executive Officer.
 2. To report all Student Activities Board activities to Student Government on a weekly basis.
 3. To submit a detailed program budget to the Finance Committee.
 4. To provide leadership and enthusiasm to student activities on the Medaille campus.
- E. The Secretary shall have the following powers and responsibilities:
1. To be responsible for the taking, publishing, and record keeping of all minutes or regular S.G.A. meetings and to present a copy of such minutes to all members of the S.G.A. and all other appropriate College personnel.
 2. To aid in official outgoing S.G.A. correspondence.
 3. To record all legislation and voting of the S.G.A. during regular sessions.

4. To maintain the files and all-important record keeping of the S.G.A. in an efficient manner.
 5. Shall keep accurate records of attendance and call role at each meeting of the S.G.A. After two absences have occurred for a member, the Secretary shall notify that member of such before the next regular meeting of S.G.A.
- F. The Treasurer shall have the following powers and responsibilities:
1. To be responsible for the accounting of all monies, funds, assets etc., of the S.G.A. and Student Activities Fee Fund.
 2. To present an accurate report of all finances at each regular S.G.A. meeting.
 3. To serve as the Finance Committee Chair and, as such, to present a budget for the following academic year to the S.G.A. This committee must meet at the beginning and end of each semester and whenever else is deemed necessary.
 4. To endorse all checks or appropriations deemed necessary for any S.G.A. event and to secure the monies at the time of such events.
 5. To maintain the files and record keeping of all monthly budget reports of the S.G.A.
- G. The Public Relations Officer shall have the following powers and responsibilities:
1. To assist the President in calling and organizing all Open Forums and to publicize all information concerning the forum.
 2. To coordinate the writing of one S.G.A. article per issue of the student newspaper.
 3. To be responsible for any publicity related to the S.G.A.
 4. To post an agenda prior to each meeting and to publicize meeting dates and locations to the student body.
- H. The Chairperson of the Committee of Organizations and Clubs (Club Council) shall have the following powers and responsibilities:
1. To maintain accurate records of all active clubs and organizations, as well as charters and constitutions of said clubs.
 2. To obtain dates and locations of any club or organization event, to facilitate in the scheduling thereof, and to maintain a calendar of such events for the regular academic year.
 3. To preside over all Club Council meetings to be held at the time appointed and approved by the Club Council members.
 4. To assist the Office of Student Activities in the registration of student organizations (see Article XIV, Paragraph 1.6.3.14).

7.8.6.3 Section 3 – Powers of the Senators and Evening Student Delegate

The powers and responsibilities of the Senators and the Evening Student Delegate, shall include the following:

1. Full discussion, motioning, and voting rights.
2. Shall serve as Student Representatives to at least two (2) College Committees until necessary positions are filled.
3. Shall represent the will and welfare of the electorate and assist the S.G.A. to the best of the Senator's/Delegate's ability.

7.8.6.4 Section 4 – Powers of Club and Organizations Representatives and Ex-Officio Members

The Club and Organizations Representatives and Ex-Officio members shall have full discussion and motioning rights.

7.8.7 Article VII – Committees

7.8.7.1 Section 1 – Student Government Association Committees

The S.G.A. committees shall include the following:

- a. The Club Council
- b. The Standing Committees
- c. The Ad-Hoc Committees

7.8.7.2 Section 2 – Membership of Committees

The actual membership of these committees shall be as follows:

- a. The Committees of the College requesting student representation may be standing or Ad-Hoc Committees and any other groups (such as Search Committees), which involve student participation, will be constituted by mutual consent of the faculty, administration and the S.G.A.
- b. The Club Council shall consist of one delegate from each of the active organizations, which are recognized by the Student Government Association.
- c. The Standing Committees shall consist of the following:
 - i. The S.G.A. Constitution Committee
 - ii. The S.G.A. Finance Committee
 - iii. The S.G.A. Election Committee
 - iv. The S.G.A. End of the Year Bash Committee
 - v. S.A.B. – The Student Activities Board
 - vi. E.S.C. – The Evening Student Council
 - vii. The Ad-Hoc Committees shall consist of any special committees formed by the S.G.A. to complete ongoing functions and special purposes as deemed necessary.

7.8.8 Article VIII – Programming Boards

7.8.8.1 Section 1 – Chairperson of Student Activities Board (S.A.B.)

The Chairperson of the Student Activities Board shall be the Vice President of Programming.

7.8.8.2 Section 2 – Chairperson of Evening Student Council (E.S.C.)

The Chairperson of the Evening Student Council shall be the Evening Student Delegate.

7.8.8.3 Section 3 – Responsibilities of S.A.B. and E.S.C.

The S.A.B. and E.S.C. are responsible for events and activities for their specific constituencies on behalf of the Student Government Association. Programming by one group does not exclude involvement and participation of all students.

7.8.8.4 Section 4 – Policies and Procedures

Policies and procedures relative to the Programming Boards are to be found in Article XIX, Sections 2 and 3, Programming Bylaws (Paragraphs 7.8.19.2 and 7.8.19.3).

7.8.8.5 Section 5 – Participation Eligibility

All students are eligible to participate in any committees of the Programming Boards.

7.8.8.6 Section 6 – Special Meetings

Special meetings of the Programming Boards may be called at the request of the *respective* Chairperson or by the President of S.G.A.

7.8.9 Article IX – Nominations/Elections

7.8.9.1 Section 1 – Qualifications for S.G.A. Positions

A. The President:

1. Must be a sophomore (30 semester hours), a junior or senior during the academic year for which they will be elected and have served at least one semester on the Medaille College S.G.A. or held an executive office in another campus club or organization for two semesters.
2. Must be enrolled on a full-time status, defined as 12 or more credit hours.
3. Must *not* be on academic (defined as 2.0 G.P.A.) or disciplinary probation.

B. The Vice President of Programming:

1. Must be enrolled on a full-time status and have served at least one full semester as a Chairperson on S.A.B.
2. Must *not* be on academic (defined as 2.0 G.P.A.) or disciplinary probation.

3. Co-Chairpersons of S.A.B. who serve under Chairperson are not eligible.
- C. All other Executive Board positions: Vice President of Legislation, Secretary, Treasurer, Public Relations Officer and Chairperson of Club Council:
1. Must be enrolled on a full-time status and shall have a minimum of 24 credit hours or have started their third semester of college.
 2. Must *not* be on academic (defined as 2.0 G.P.A.) or disciplinary probation.
 3. Must hold a senator position for 1 semester prior to the next election.
- D. The Senate shall be filled by students with the following qualifications:
1. Shall have a minimum of 12 credit hours or have started their second semester of college.
 2. Must be enrolled on a full-time basis of the term in which they are to serve as defined as 12 or more credit hours.
 3. Must *not* be on academic (defined as 2.0 G.P.A.) or disciplinary probation.
- E. The Freshman Senators:
1. Must be enrolled on a full-time status defined as 12 or more credit hours.
 2. Must *not* be on academic (defined as 2.0 G.P.A.) or disciplinary probation.
- F. The Evening Student Delegate:
1. Must be recognized by the Registrar's Office as an Evening Student.
 2. Must *not* be on academic (defined as 2.0 G.P.A.) or disciplinary probation.

7.8.9.2 Section 2 – Procedure for Being Placed on a Ballot

To be placed on a ballot, candidates for positions on the Executive Board must return a petition containing the signatures of not less than 50 of those students eligible to vote in that election. All other positions must contain the signatures of not less than 25 of those students eligible to vote.

7.8.9.3 Section 3 – Nominations

Nominations for any position will be accepted at the designated location no later than 5:00 p.m. on Friday prior to the election week. The designated location will be specified on the candidate nomination and application forms.

7.8.9.4 Section 4 – Voting Procedures

The voting procedures for each of the S.G.A. positions shall be as follows:

- a. Voting shall be administered by the Election Committee at designated locations for at least four (4) hours on Tuesday and Wednesday of the election week, with at least two (2) hours being in the evening on each day. Designated locations will be posted at least 24 hours before elections.

- b. All students enrolled at Medaille College are eligible to vote.
- c. Any candidate receiving a plurality of votes cast shall be declared the winner in the general election.
- d. In the event of a tie, those candidates tying will be voted upon, within seven (7) days, in a run-off election.
- e. Candidates may not run the voting booth during the times their positions are being voted upon. No candidate may post any campaign materials within 25 feet of the election post.
- f. The election periods for the S.G.A. positions will be as follows:
 - i. The election of the President, Vice President and all other Executive Board positions shall be in the last week in April.
 - ii. The Senators shall be voted upon in a General Election during the last week in April.
 - iii. Freshman elections will be held during the fourth full week of September.
 - iv. Any vacancy elections will be held in September of the following year.
 - v. No write-in candidacy will be accepted.

7.8.9.5 Section 5 – Election Publicity

Publicity for any elections may begin after the petition has been approved by the Election Committee and shall terminate upon the closing of the last day of the period. It is the responsibility of the candidates to remove their campaign material from the College area.

7.8.9.6 Section 6 – Limit on Executive Positions

Members of the Executive Board can hold only ONE executive position in any other S.G.A. funded and constitutionally recognized organization and may not take part in budget decisions.

7.8.9.7 Section 7 – Election Results

Election results shall be posted within 48 hours of the closing of the election period. Election figures shall be made available upon request.

Results from April election shall be announced at the End-of-the-Year Awards Banquet.

7.8.10 Article X – Installation

7.8.10.1 Section 1 – Elected Members

Elected members shall be sworn in on the first Monday after elections and after taking the oath of office, administered by the President of the S.G.A.

7.8.10.2 Section 2 – Freshman Senators

The Freshman Senators shall be installed at the first regular meeting after the close of election week, after taking the oath of office administered by the President of the Student Government Association.

7.8.10.3 Section 3 – Incoming President

The outgoing President shall swear in the newly elected President, who will then install all other newly elected Board members and Senators.

7.8.10.4 Section 4 – Oath of Office

The oath of office:

“I do solemnly swear to preserve, protect and execute the Constitution of the Medaille College Student Government Association and to execute the duties of the office/position of (insert position) to the best of my abilities.”

7.8.10.5 Section 5 – Mentoring of New Executive Board Members

Any outgoing Executive Board members will mentor newly appointed members through last meeting of the academic school year.

7.8.11 Article XI – Meetings

7.8.11.1 Section 1 – General Session Meetings

The S.G.A. shall meet in General Session once a week. Meetings shall be held once a week during the Activity period, unless otherwise specified.

7.8.11.2 Section 2 – Executive Board Meetings

All Executive Board members are required to attend a meeting once a week for a general session.

7.8.11.3 Section 3 – Open Meetings

All meetings shall be open to the entire Student Body and all College personnel, unless otherwise specified.

7.8.11.4 Section 4 – Meeting Procedures

Meeting procedures shall follow the latest edition of Robert’s Rules of Order Newly Revised, unless otherwise set forth by this Constitution or its Bylaws.

7.8.11.5 Section 5 – Quorum

One-half of the elected government members plus one, will constitute a quorum during regular academic sessions. During summer sessions, a quorum shall consist of six (6) elected government members with at least four (4) Executive Council members present.

7.8.11.6 Section 6 – Attendance Requirements

Attendance at regular academic session meetings is mandatory. No more than one (1) absence is permitted per semester. Any more than one (1) absence will result in automatic review by the Student Government.

7.8.11.7 Section 7 – S.G.A. Training

S.G.A. training will be held at the beginning of each academic school year and is mandatory for each participant.

7.8.12 Article XII – Removal From Office

7.8.12.1 Section 1 – Reasons for Removal

Reasons for removal from office shall include the following:

1. Excessive absences, as stated in Article XI, Section 5.
2. Being placed on academic or disciplinary probation.
3. Loss of full-time status, except in the case of Second Semester Seniors.
4. A blatant failure to represent the ideals of the organization, its constitution, or this College.
5. Failure to fulfill committee requirements will result in review of position.

7.8.12.2 Section 2 – Petition for Removal

A written petition bearing the signatures of three-fourths vote of the S.G.A., calling for the expulsion of a member shall remove the member from the member's position/office.

7.8.12.3 Section 3 – Appeals of Removals

Appeals of all removals from office must be made within seven (7) days after receiving notification of expulsion. A three-fourths vote of the S.G.A. members can overturn any expulsion.

7.8.13 Article XIII – Vacancies

If a vacancy occurs within the voting membership of the Student Government, this news is made public and a special election to fill the position is held within 30 days. However, if a vacancy occurs within 60 days preceding a regular election for a position, no special election is held. If a case arises in which there is a vacancy in the office of the President, the Vice President for Legislation assumes the Presidency until the appropriate election is held. If a vacancy within the other offices of the S.G.A. occurs, the President may appoint a S.G.A. member to temporarily fill the position until an election is held.

7.8.14 Article XIV – Judicial Review/Interpretation

7.8.14.1 Section 1 – Review of the Constitution

At the beginning and end of each semester, the Constitution Committee shall review the present Constitution and recommend any necessary changes, amendments or additions to the S.G.A.

7.8.14.2 Section 2 – Interpretation of the Constitution

All questions of interpretation of the Constitution shall be decided by a two-thirds vote of the Constitution Committee as a whole. Decisions of the Constitution Committee may be revised by a three-fourths vote of the elected members of the S.G.A. as a whole.

7.8.15 Article XV – Amendments

7.8.15.1 Section 1 – Procedure to Propose Amendment

An amendment must be proposed in one of the following methods:

- A. A majority vote of the elected members of the S.G.A. as a whole.
- B. Ten percent of the Student Body as a whole whose signature appears on a petition endorsing the proposal of the amendment.
- C. A recommendation by two-thirds vote of the Constitution Committee.

7.8.15.2 Section 2 – Ratification of Amendment

Ratification of a proposed amendment requires either:

- A. A two-thirds affirmative vote of the elected S.G.A. members as a whole; or
- B. A written petition of twenty-five percent of the entire Student Body.

7.8.15.3 Section 3 – Implementation of Amendment

An amendment shall be effective immediately upon ratification unless otherwise specified in the amendments.

7.8.16 Article XVI – Registration of Student Organization

7.8.16.1 Section 1 – Annual Registration

Each year, all student organizations must register with the Office of Student Activities.

- A. A registration will take place during the last three (3) full weeks of classes and the 1st three (3) full weeks of classes.
- B. Registration includes the following:
 - 1. Proof of an updated Constitution that has been approved by the Organization and Student Government.

2. A list of elected officers for the academic year.
3. A signed registration agreement in which the organization promises to adhere to all policies set forth by the Office of Student Affairs (i.e., sign policy, budgeting restrictions, event registration, etc.).
4. All new clubs will receive \$500 for a starting budget.

7.8.16.2 Section 2 – Failure to Register

Should an organization fail to register with the Office of Student Activities during the designated time, the organization will:

- A. Be declared inactive for the academic year; relinquishing all rights and privileges of recognition.
- B. Not be permitted to sponsor events.
- C. Not receive funds from Student Government.
- D. Be unable to use College facilities (classrooms, conference rooms, recreation center) unless applying for usage in the same manner as an off-campus group.

7.8.17 Article XVII – Financial Guidelines

7.8.17.1 Section 1 – Requests and Approval of Funds

Requests for funds are to be prepared by the Treasurer and the Finance Committee, which will consist of the following: the Treasurer, the President, three Senators, the Chairperson of Club Council and the Advisor. Approval of all expenditures is the responsibility of the Membership of S.G.A. as stated in Article VI Section 1 (Paragraph 7.8.6.1).

7.8.17.2 Section 2 – Budgets

All budgets must be turned into the Treasurer, by a time to be determined by the Treasurer, to be reviewed for the following academic year. There will be a loss of funds if a budget is not turned in by the date set by the Treasurer.

7.8.17.3 Section 3 – Supplemental Budgets

Supplemental budgets may be submitted any time during the fiscal year.

7.8.17.4 Section 4 – Budget Appeals

Any budget appeals may be considered by the Finance Committee, and the appeal must be made within two (2) weeks of allocation.

7.8.17.5 Section 5 – Allocation Criteria

The Finance Committee shall use the following criteria when allocating money:

- A. There will be limited social expenses to Clubs and Organizations since S.G.A. is the primary programming facilitator.

leadership all contribute to the skills and character **that students** will use during **their** time at Medaille College **and** for the rest of **their** lives.

Medaille College will field twelve intercollegiate teams in the sport of golf, women's cross-country, men and women's volleyball, soccer, basketball, lacrosse, softball, and baseball. Medaille College is a member of the NCAA Division III, the Allegheny Mountain Collegiate Conference and the Eastern College Athletic Conference.

7.9.2 NCAA Divisional Philosophy Statement

Colleges and universities in Division III place highest priority on the overall quality of the education experience and on the successful completion of all students' academic programs. They seek to establish and maintain an environment in which a student-athlete's athletic activities are conducted as an integral part of the student-athlete's educational experience, and in which coaches play a significant role as educators. They also seek to establish and maintain an environment that values cultural diversity and gender equity, among their student-athletes and athletics staff. (Revised: 1/09/06)

7.9.3 Allegheny Mountain Collegiate Conference (AMCC) Affiliation

Beginning this fall, Medaille College begins membership in the Allegheny Mountain Collegiate Conference. The AMCC was initially formed in 1997 by a group of six colleges and universities; Frostburg State University, Lake Erie College, LaRoche College, Pennsylvania State University at Erie, and the Universities of Pittsburgh at Bradford and Greensburg. Subsequent members are Pennsylvania State University at Altoona, Hilbert College, Mount Aloysius College, and Medaille College. The mission of the AMCC is to provide intercollegiate athletic opportunities that must be in harmony and consistent with the essential educational mission of the institution. With the AMCC being an affiliated conference of the NCAA, conference champions will automatically qualify for national competition.

7.9.4 Eastern College Athletic Conference Affiliation

Medaille College is also affiliated with the Eastern College Athletic Conference (ECAC) that provides additional opportunities of tournament competition.

With these two conference affiliations, a student-athlete at Medaille College will have the opportunity to compete on the local, regional, and national levels.