

## **CUNY SCHOOL OF LAW STUDENT GOVERNMENT**

### **Policy for the Use of the SG Office and for the management of SG Records**

**Adopted by Student Government on 10/13/2009**

#### **I. Open Door Policy**

The door to the Student Government office shall be left unlocked. The Office and Records Management Committee shall ensure that the computer and other important devices/items remain secured in the office.

#### **II. Access for Student Government Use**

1. Generally. The Student Government office shall be used for Student Government (SG) purposes.
2. The office may be used for other student activities only when that use does not in any way interfere with its SG uses and in accordance with all rules and procedures enacted by the Office and Records Management Committee.
3. Signs announcing this purpose will be posted inside the office and on the door. While the office is being used for official business, those using it will post a sign on the door that says, "Meeting in Progress. Do not disturb."
4. When an official SG meeting is scheduled, the organizer of the meeting will post on the office door the time of the meeting by 9am on the day of the meeting.

#### **III. Access for Non-Student Government use**

1. Generally. Student organizations and other informal groups of students who wish to use the office may use the office when it is not being used for SG business.
2. Temporary storage. Student organizations or individual students may temporarily store large items in the SG office, subject to the following conditions: They have given prior notice to, and have received permission from, the Office and Records committee; and No item may be stored in the office for more than 7 days after the day it was first put in the office. Items left over this period will be placed in the lost and found.

#### **IV. Computer and Other Technology.**

1. Generally. The office computer, as well as any other hardware or other information technology which the SG may acquire over time, may be accessed only for SG purposes. When not in use for SG purposes, the computer may not be use
2. Procedures. All SG Members who are responsible for conducting SG business on the computer shall receive passwords to access the computer. Each SG Member who is informed of the password is prohibited from sharing the password with anyone who either is not conducting SG business on the computer or is not responsible for conducting SG business on the computer. Any SG Member, including any of the Officers, who engages in even a single act of prohibited password sharing may lose his or her computer privileges. In the event that the Secretary engages in prohibited password sharing, the other SG Officers will vote on whether to recommend the removal of that SG Member from the position of Secretary; if the vote is in the affirmative, then the matter will be voted on by SG General Body, whose decision with respect to that occasion is final. The SG General Body will vote on their removal in accordance with the impeachment and removal rules and procedures set forth in Article IX of the Student Government Constitution.
3. Exceptions. The SG Office and Records Management Committee may propose exceptions to this general rule so as to permit other student organizations to have reasonable degrees of access to the SG computer and/or any other technology which the SG may acquire over time. In such cases, however, other student organizations shall be permitted to log in only as a guest.

V. Cleaning and Maintenance

1. Generally, all SG Members are responsible for keeping the office clean and organized and for preventing the theft or other inappropriate loss of materials from the office. In addition, the SG Office and Records Management Committee has oversight responsibility to ensure that the office is regularly cleaned and otherwise properly maintained. Procedures.
2. If an excessive mess is found in the office space, or if materials are missing, broken, or have been stolen, the Office and Records Management Committee shall inquire as to who used the space during the time period when such infraction occurred and record all information concerning the infraction. If it is clear to the Committee who created or is otherwise responsible for the infraction, the Committee shall approach such individual(s) and take any and all actions in accordance with this Policy that are necessary to prevent the infraction from recurring. These actions may include revoking the key privileges of particular SG Members or revoking the access privileges of particular student organizations or non-SG Member students. There shall be no less than two sessions of the Office and Records Management Committee per semester. One session shall be devoted specifically to cleaning and organizing the office space; the other shall be devoted to organizing the SG archive, including both paper and electronic information. Excessive mess. "Excessive mess" in the office space is any mess greater than that which is created as a result of use by people who clean up after themselves. Any outlying food or garbage, as well as any personal property the placement of which has not been authorized in advance by the Office and Records Management Committee, constitutes an excessive mess.

VI. Office Supplies

1. Generally. The Office and Records Management Committee shall ensure that there is an adequate supply of basic office supplies in the office for SG use. Office supplies will be kept in a locked cabinet.
2. Procedures. In consultation with the Budget and Finance Committee and subject to the constraints of the SG annual budget, the Office and Records Management Committee shall at the beginning of each semester purchase basic office supplies that it deems necessary to conduct SG business. The Office and Records Management Committee shall also purchase any supplies the needs of which were unanticipated at the beginning of the semester with the consent of the SG Executive Board.
3. The Office and Records Committee shall promulgate any rules it deems necessary to prescribe their use.

VII. Records and Archive

1. Generally. The Office and Records Management Committee shall ensure that the office has adequate means – whether in paper form, electronic form, or both – for neatly filing and organizing all SG records and creating a definitive SG archive.
2. Procedures. The Office and Records Management Committee shall promulgate specific procedures for filing SG records and for the SG archive in compliance with the SG Constitution.

VIII. Bulletin Board

1. Generally. The SG bulletin board shall be used solely for SG concerns. It is expressly noted in this Policy that the SG's concerns include helping other student organizations to publicize information related to their activities.
2. Procedures. The Office and Records Management Committee shall, in consultation with the President, determine and post all content on the SG bulletin board. Other student organizations

or individuals who wish to use the SG bulletin board to post information about events and other notices must first receive the approval of the Office and Records Management Committee before posting any material on the bulletin board.

IX. Future changes

1. Generally. Any future changes to these rules or procedures which have been adopted shall be posted on the SG bulletin board as soon as possible and before they are to take effect.
2. Urgent changes. When the Office and Records Management Committee determines certain changes to this Policy to be urgent such that the proposed changes must be employed before the next SG Session, the proposed changes shall be presented as such to, and then voted on by, the SG Executive Board. If adopted by the Executive Board, then the proposed changes will go into effect immediately on a provisional basis; these provisional changes may then be affirmed or rejected at a subsequent SG Session.

X. Actions

Upon adoption of this Policy by the SG General Body, the Secretary, acting as Chair of the Office and Records Management Committee, shall:

1. inform Dean Koster that we are ready for the new computer to be installed and secured in the office and for the old computer to be removed;
2. request to Dean Koster that the computer be programmed with passwords which will be provided only to SG Members who are responsible for conducting SG business on the computer; and
3. coordinate, along with the other members of the Office and Records Management Committee, such tasks as are necessary to implement all the rules and procedures prescribed in this Policy.