

The Student Assembly of the State University of New York

Bylaws

(As April 2016)

ARTICLE I – NAME AND PURPOSE

- Section 1: Name: The name of this University-wide student governance organization shall be the Student Assembly of the State University of New York and shall herein be referred to as the Student Assembly.
- Section 2: Purposes: The Student Assembly shall be the official organization by which State University students may participate in University-wide governance. The Student Assembly shall provide for the following:
- (a) A forum for consultation and the exchange of information between State University students, the Chancellor, and the State University of New York Board of Trustees on matters of a University wide nature which affect student concerns.
 - (b) A procedure for electing the student member of the State University of New York Board of Trustees.
 - (c) A communications network for campus student government leaders.

ARTICLE II – MEMBERSHIP

- Section 1: Membership: The Student Assembly shall consist of representatives from member institutions, and organized student groups as hereinafter defined.
- Section 2: Member institutions: Each campus of the State University shall be a member institution according to the following: the Graduate Division at each of the Doctoral Granting Institutions; the Undergraduate Division at each of the Doctoral granting Institutions; each of the other State-operated campuses; each Community College; New York State College of Ceramics at Alfred University; and one from the four statutory colleges at Cornell University.
- Section 3: Delegates from member institutions:
- (a) Each member institution of the Student Assembly shall have one (1) delegate for every 4,000 full-time equivalent (FTE) students or fraction thereof. For the purpose of this section FTE students shall be the number of FTE students in attendance at a member institution during the fall semester of the previous calendar year as determined by the State University.
 - (b) The first delegate of each member institution shall be that institution's student government president. Additional delegates from member institutions, which exceed the 4,000 FTE base enrollments, shall be duly elected annually from among and by the students of that institution through a campus wide election

in accordance with procedures promulgated by the campus student government body. In the absence of an election additional delegates shall be designated in the same manner as that of alternates, as proscribed in Article Two (2), Section Three (3), Subsection (d). In the case of statutory colleges, delegates must be State University students elected in accordance with procedures promulgated by the campus' student government body.

- (c) In cases where multiple student governments exist, the first delegate shall be elected from among the student government presidents according to a campus election procedure adopted by written agreement of the campus student governments; in the absence of such an election the president of the student government representing the greatest number of FTE students will be the first campus representative to the Student Assembly.
- (d) Each member institution's Executive Branch (as determined by each member institution's own governing documents) shall designate the individuals next in line of succession to the student government president for the purposes of representation on the Student Assembly. Each designee may serve as an alternate for any delegate of the member institution who is not able to attend a Student Assembly meeting.

Section 4: Organized student groups:

- (a) Students representing special interests or constituencies traditionally under represented within the Student Assembly shall have an opportunity to meet, communicate and recommend resolutions for consideration by the Student Assembly. The opportunity for these students to voice their concerns will enable the Student Assembly representatives to consider concerns and viewpoints that may not otherwise be introduced. In support of this important effort the Student Assembly shall prepare a list of "organized student groups" consisting of student organizations requesting "organized student groups" designation which are established pursuant to written bylaws and which have chapters of ten or more full or part-time students at ten or more campuses.
- (b) After providing annual public notice and conducting an open hearing, the Student Assembly shall select those "organized student groups" which:
 - (1) Are likely to remain in existence for more than one academic year.
 - (2) Represent points of view not adequately represented in the Student Assembly of the Executive Committee and,
 - (3) Will not be adequately represented without participation in the Student Assembly or the Executive Committee by duly elected delegates and/or representatives.
- (c) Each selected organized student group shall be considered a standing committee of the Student Assembly. As a standing committee, it will meet to discuss issues of particular interest to its members and forward resolutions to the Student Assembly and the Executive Committee.
- (d) Each organized student group will be allocated one non-voting representative to the Student Assembly and the Executive Committee who shall be a student.

The non-voting representative will enjoy all the privileges accorded to the representatives. Additionally, members of the organized student groups may serve on such other committees of the Student Assembly as appropriate.

- (e) A group shall not be designated an “organized student group” or be seated in the Student Assembly if it has a policy or practice or restricting membership on the basis of race, religion, national origin, gender, sexual orientation, disability, marital status, or age.
- (f) Each organized student group shall elect its representative to the Student Assembly and the Executive Committee from among the students elected by the campus chapters to serve on the organized student group.

Section 5: Eligibility: A delegate from a member institution or organized student group must be a student enrolled for credit whom is included in a campus FTE base and meets the campus’ requirements to stand for election and continues to be eligible to serve on the campus student government organization.

Section 6: Appearance of Delegates: Delegates shall act in person. Should a delegate be unable to fulfill their duties and the institutional list of alternate delegates has been exhausted, the position may be appointed by the President of their respective student government, in accordance with the procedures promulgated by the campus student government body.

ARTICLE III – ORGANIZATION

Section 1: All legislative powers outlined in this document shall be vested in the Student Assembly.

- (a) No decision by the Student Assembly may be overturned by the Executive Committee or an Emergency meeting of the Student Assembly.
- (b) No decision by the Executive Committee may be overturned by an Emergency meeting of the Student Assembly.

Section 2: Meeting: The Student Assembly shall meet at least once each semester with the dates and places to be determined by the Vice President. The business meeting must be held during the month of April. Special meetings may be called by the Executive Committee by request of one-quarter (1/4) of the Student Assembly delegates, one-quarter (1/4) of the member institutions, or the Chancellor. The date and place of a special meeting shall be determined by the Executive Committee and the meeting must be held no later than thirty (30) days following the request to hold such a meeting.

Section 3: Agenda: The agenda for all meetings of the Student Assembly will be established by the President of the Student Assembly at least two (2) weeks before any business meeting (with the exception of emergency meetings and late submissions). Executive Committee representatives and Student Assembly

delegates and students of SUNY Institutions are able to add items to the agenda with one (1) week's notice to the President or under "New Business". Agendas shall always include Officer Reports, Committee Reports, New business and Old Business. All meetings of the Student Assembly shall include the opportunity for the Chancellor or their designee to address the membership. The agenda will be posted on the SUNY Student Assembly website at least two (2) weeks before any business meeting.

Section 4: Meeting notification: Notice of all regularly scheduled and special Student Assembly meetings must be sent to all delegates, State University campus presidents, the Chancellor and other State University offices as may be designated by the Chancellor. The notice must be sent at least thirty (30) days in advance for regularly scheduled meetings and seven (7) days for special meetings and must include the time, date, and place of the meeting, and a tentative agenda of scheduled business.

Section 5: Quorum:

- (a) A quorum for the transaction of business at any full meeting of the Student Assembly shall consist of forty percent (40%) of the duly elected or appointed voting delegates of that body with at least forty percent (40%) of the community college institutions and forty percent (40%) of all member institutions in attendance.
- (b) The quorum for the transaction of business at any meeting of the Executive Committee or other duly constituted committee of the Student Assembly shall consist of a majority of the duly elected or appointed and voting members of such committees.
- (c) A quorum for the transaction of business for a Caucus meeting convened in conjunction with any full meeting of the Student Assembly shall be equal to 3/4 of the delegates present at the business meeting of the Student Assembly

Section 6: Rules of procedure:

- (a) Procedures at the meetings of the Student Assembly, the Executive Committee or other duly constituted committees shall be governed by the most recent version of Robert's Rules of Order (or subsequent document), except as otherwise provided by the Article XVII of the State University of New York Policies of the Board of Trustees or these Bylaws.
- (b) Succession in the chairpersonship of business meetings: The President shall chair all meetings of the assembly and Executive Committee. In the absence of the President, for any reason, the Vice President shall assume the chairpersonship. In the absence of the Vice President, for any reason, the Treasurer shall assume the chairpersonship. In the absence of the Treasurer, for any reason, the Student Assembly shall appoint a member of the Executive Committee or Executive Cabinet to chair the meeting, who shall not yield the chair until the President returns to assume the chair.

Section 7: Resolutions and Actions of the Assembly:

- (a) Resolutions may be offered by members of the Executive Board, Executive Committee, Executive Cabinet, and Delegates to the Assembly, and Students of SUNY Institutions. Students of SUNY Institutions offering resolutions will submit them no less than fourteen (14) business days prior to a regular meeting of the Student Assembly to the Director of Rules to be evaluated by the Rules Committee, and shall be submitted by US Mail and Electronic Mail.
- (b) Resolutions, once received will be designated a number. Numbers shall be done in a sequence of the calendar year present. The numbers shall be considered by the meeting in which they were considered by the Assembly or the Executive Committee, not by the date they were made known to the Director.
- (c) All resolutions declaring a Student Assembly position on any issue, and documentation completely supporting the position proposed, must be sent to all student governments in the SUNY system, at least one week (7 days) prior to a vote by the Student Assembly.
- (d) In the case of resolutions being brought forth during a conference, the author(s) of the resolution must provide an informational supplement for all delegates completely supporting the resolution proposed, and such supplement should take, at minimum, the form of hard (paper) copies in sufficient quantity to distribute to each voting-delegation (with graduate and undergraduate counted separately), Director, and Executive Committee member present at the conference.
- (e) All amendments to these bylaws shall be by resolution and subject to Rules Committee approval as outlined in Article XII, Section One (1).
- (f) Approval:
 - (1) Resolutions not containing bylaws amendments shall be passed by the Rules Committee, if necessary, by majority vote, and by majority vote of the Assembly or its Executive Committee.
 - (2) Resolutions containing bylaws amendments shall be passed by majority vote of the Rules Committee, and the Executive Committee, and by a two-thirds (2/3) vote of the Assembly.
 - (3) Should a resolution initially introduced by voting delegates of the Student Assembly not be approved by the Rules Committee, a two-thirds (2/3) vote by the Student Assembly can override the Rules Committee decision and reintroduce the resolution before the entire Assembly.
- (g) Votes of a Resolution, containing a bylaw amendment, shall be certified as passed by the Rules Committee by the Director of Rules and Assembly votes shall be certified by the President and Secretary (or their interim or acting replacements). The certification shall be dated and attached to the resolution.

ARTICLE IV – EXECUTIVE BOARD

Section 1: Officers of the Student Assembly shall be recognized as the Executive Board. The Executive Board shall consist of the President, Vice President, the Secretary, and the Treasurer.

Section 2: Election of Executive Board: The Executive Board shall be elected at the annual business meeting held in April, by the Student Assembly; in accordance with the procedures prescribed in Article X and Article III, Section Two (2) of these bylaws.

Section 3: Terms of Office: Officers shall hold office for one (1) year or until their successors are installed. This one-year term shall be from June 1 of the election year to May 31 of the following year.

Section 4: Limitations to Office: The limitations to Executive Board members shall be that:
(a) No officer shall be eligible for more than two (2) terms per each office.

Section 5: The Executive Board shall be responsible for ensuring all resolutions passed by the Executive Committee or the Student Assembly are sent to the designated recipients within thirty (30) days of passage.

Section 6: Vacancy: Vacancies shall occur in the position of Executive Board upon the death, recall by the Student Assembly, resignation, incapacity as determined by the Student Assembly, loss of member status, loss of eligibility to serve as a representative, failure to maintain at least a 2.25 cumulative GPA, or loss of student status by the incumbent. Once eligibility is lost it cannot be regained by transferring to another institution. In the event the President resigns or is no longer eligible to serve, the Vice President shall become the President for the remainder of the term. For vacancies in other Executive Board positions, the Executive Committee shall designate a replacement from among eligible candidates. Said replacement shall serve until a special election can be held.

a) Vacancies for any reason listed in the SA Bylaws of any Executive Board position other than the President shall be replaced with the following procedures:

i) The Executive Committee Appointment Procedure (ECAP) to fill the vacancy shall occur at the next Executive Committee meeting, unless there are less than fourteen (14) business days between the date of the resignation and the next scheduled Executive Committee meeting, in which case the ECAP shall be held at the Executive Committee meeting following the next meeting.

- ii) Should the next regularly scheduled meeting of the SUNY Student Assembly be before the next regularly scheduled meeting of the Executive Committee, the ECAP shall not take place.
- b) The President of the SUNY Student Assembly or their official designee shall give proper media notice at least fourteen (14) business days before the Executive Committee meeting where the ECAP shall take place.
 - i) Candidates for the vacancy must be eligible to run and be present at the Executive Committee meeting where the ECAP is being held.
 - ii) Each candidate shall be allowed to make a brief speech, and the Executive Committee shall have an opportunity to question each candidate.
 - iii) Candidates will be asked the same questions
 - iv) Candidates will be asked the same amount of questions.
 - v) Time limits shall be determined for candidates' speeches and questioning periods shall be uniformly applied to all candidates for all positions.
- c) The ballot shall be secret. Votes shall be cast only by voting members of the Executive Committee. If no person receives a majority of votes cast, a run-off election shall be conducted immediately to choose from the two candidates receiving the largest number of votes cast.
- d) The votes shall be counted by and within the presence of the President, Director of Rules, the SUNY SA adviser, and at least one other Director not voting or running in the ECAP. If one of the aforementioned persons is a candidate in the election they shall be excused from validating that set of ballots, and shall be replaced by a Director, a Rules Committee Member, or an otherwise appropriate appointment at the discretion of the President. Each person certifying or signing-off on the results shall sign the same and matching affidavit attesting to the results under penalty of perjury.
- e) Certified ECAP results will be submitted to SUNY Central Administration, Office of Student Affairs, and the Chancellor for confirmation that the elections were conducted in compliance with the Articles of Organization, the SUNY SA Bylaws, and these Policies and Procedures.
- f) All ECAP disputes will be forwarded to the Rules Committee and addressed immediately by that committee.

ARTICLE V – DUTIES OF THE EXECUTIVE BOARD

Section 1: The duties of the President shall include, but not be limited to the following:

- (a) Shall serve as the student member of the State University of New York Board of Trustees and shall attend said meetings unless just cause is shown.
- (b) Shall preside over all meetings of the Student Assembly and shall be an official member of all Student Assembly committees.
- (c) Shall be the official spokesperson for the Student Assembly and will be responsible for the execution of the provisions of Article XVII of the State University of New York Policies of the Board of Trustees, these bylaws and policies set forth by the Student Assembly and Executive Committee.
- (d) Shall, in the absence of the Student Assembly and the Executive Committee, call Emergency meetings to conduct operational business on behalf of the membership with the majority agreement of the Vice President, Secretary, Treasurer, and four (4) members of the Executive Committee. Said meetings may be conducted in person or via conference calls. The Secretary shall take minutes of these meetings.
- (e) Shall co-present with the Treasurer, for approval, a fiscal budget to the Student Assembly at the April meeting.
- (f) Shall serve as the presiding officer of the Executive Committee.
- (g) Shall fulfill any other duties delegated or assigned by the Student Assembly or the Executive Committee.
- (h) Shall establish agendas for all meetings subject to the approval of the Executive Committee or the Student Assembly, where applicable.
- (i) Shall appoint members of the Executive Cabinet and other committee chairs from among the students of the State University of New York subject to the approval of the Executive Committee or the Student Assembly.
- (j) Shall have the option of appointing personal advisers or advisers to the Executive Board, Executive Committee or the Student Assembly. These advisers may have an informal relationship with the organization, or may have an official relation as a liaison or an Executive Cabinet member
- (k) Shall be responsible for organizing a transition of officers between the time of election and June 1
- (l) Shall submit a monthly report to the Secretary at the specified due date before each Executive Committee meeting.
- (m) The immediate past president shall be required to attend the June BOT meeting with the newly elected President to make a fiscal budget presentation on behalf of the Student Assembly.

Section 2: The duties of the Vice President shall include, but not be limited to the following:

- (a) Shall, in the absence of the President, perform all duties vested in the President except serving as a member of the State University of New York Board of Trustees.
- (b) Shall, as their primary role, support the activities of the various committees of the Student Assembly, especially the Executive Committee.

- (c) Shall be responsible for the organization and execution of the fall and spring business meetings of the Student Assembly as well as all monthly meetings of the Executive Committee.
- (d) Shall also be responsible for the organization and execution of the Transitional Meeting of the Executive Committee between the time of Election and June 1.
- (e) Shall fulfill such duties as delegated or assigned by the Student Assembly, the Executive Committee, or the President.
- (f) Shall submit a monthly report to the Secretary at the specified due date before each Executive Committee meeting.

Section 3: The duties of the Secretary shall include, but not be limited to, the following:

- (a) Shall be the keeper of, and take charge of, all documents of the Student Assembly, at the Student Assembly office.
 - (1) Shall record and distribute the minutes at all meetings of the Student Assembly, of the Executive Committee, of the Executive Board, and of the Student Assembly committees where appropriate.
 - (2) Shall record the precise outcomes of all voting at meetings and Executive Board meetings.
- (b) Shall be the chief communications officer of the Student Assembly. In this capacity the Secretary shall be responsible for internal communication of the Student Assembly, including, not limited to the following:
 - (1) Distribute the minutes of the Executive Committee meetings and minutes of emergency decision meetings to the representatives and student assembly within fourteen (14) business days after the meeting.
 - i. The minutes shall be distributed via electronic method and posted in a public forum.
 - (3) Fulfill the duty of making all meeting notifications.
 - (4) Oversee Executive Committee constituency contacts.
 - (5) Inform the membership about all Student Assembly sponsored events.
- (c) Shall perform such duties as delegated by the Student Assembly Executive Committee, and/or the President.
- (d) Shall maintain SUNY Snapshot.
- (e) Shall make sure that SUNY Snapshot is included on the Student Assembly website.
- (f) Shall ensure that SUNY Snapshot is updated at least every 2 years.
- (g) Shall make sure that SUNY Snapshot is distributed at every fall conference.
- (h) Shall submit a monthly report at the specified due date before each Executive Committee meeting.
- (i) Shall distribute all monthly reports to the Executive Committee before the next Executive Committee meeting.

Section 4: The duties of the Treasurer shall include, but not be limited to, the following:

- (a) Shall be the chief fiscal officer of the Student Assembly. In this capacity the Treasurer shall:
 - (1) Present financial reports at all Student Assembly meetings.
 - (2) Present a monthly financial report to the Executive Committee.
 - (3) Pay bills and validates travel vouchers.
 - (4) Shall co-present with the President, for approval, a fiscal budget for the Student Assembly at the April meeting.
 - (5) Shall be primarily responsible and accountable for all Student Assembly finances and fundraising.
- (b) Shall formulate a budget request to the SUNY Board of Trustees
- (c) Shall perform such duties as delegated by the Student Assembly, Executive Committee, and/or the President.
- (d) Shall submit a monthly report to the Secretary at the specified due date before each Executive Committee meeting.

- Section 5: Stipends: Executive Board members shall receive stipends. The procedure for administering stipends shall be handled by SUNY System Administration.
- (a) Executive Board Members must hold five (5) office hours per week either at the Student Assembly Office in Albany, or at the campus they are currently enrolled at.
 - a. Video conferencing may be used if available, with accounts being maintained and monitored by SUNY System Administration.
 - (b) Office hours and contact information must be posted on the Student Assembly website, and distributed to student government presidents and voting delegates through e-mail at the start of their terms in office.
 - (c) If hours are conducted on campus they must be verified at the end of the month by the Vice President of Student Affairs or their designee, and then submitted to SUNY System Administration.
 - (d) If an Executive Board Member is not carrying out their duties as prescribed herein these Bylaws, the Executive Committee may vote to remove said stipends with a two-thirds (2/3) affirmative vote.
 - (e) Stipends can be reinstated after a hearing by the Executive Committee and a two-thirds (2/3) affirmative vote.

ARTICLE VI – EXECUTIVE COMMITTEE

There shall be an Executive Committee of the Student Assembly to conduct necessary business between meetings of the Student Assembly.

- Section 1: Membership: The Executive Committee shall include the Executive Board and designated representatives from the following:
- (a) Three (3) representatives from the undergraduate divisions of the Doctoral Granting Institutions.
 - (b) Three (3) representatives from the University Colleges.

- (c) Two (2) representatives from the Agriculture/ Technology and Statutory Colleges.
- (d) Two (2) representatives from the graduate divisions of the Doctoral Granting Institutions.
- (e) Six (6) representatives from the Community Colleges.
- (f) One (1) non-voting representative from each Standing Committee.

Section 2: Election of the Executive Committee Members and Alternates: Shall take place following the election of Executive Board in accordance with procedures prescribed in Article X.

Section 3: Term of the Executive Committee members shall run concurrent with those of the Executive Board, so long as the representative remains enrolled in a campus from the constituency group they were elected from and is in good standing at their campus.

Section 4: Meetings of the Executive Committee: The Executive Committee members shall meet at least once a month during the fall and spring semesters. These meetings can be in person or through a video application. When a meeting is held via video conference, voting must be done via video with a voice vote. If someone calls in via phone, they must communicate their vote to the chair of the meeting through the designated official means of communication. A quorum for an in person or video conference meeting shall be a simple majority of EC members.

Section 5: The duties of the Executive Committee:

- (a) The Executive Committee shall have the power to conduct business in the absence of the Student Assembly. Any business so conducted shall be reported to the Student Assembly via the minutes of the Executive Committee meetings.
- (b) Constituency Contacts: each Executive Committee member shall make biweekly contacts with their respective constituency representatives as assigned through the policies of the Executive Committee.
- (c) Each Executive Committee member shall serve on at least one (1) standing or ad hoc committee of the Student Assembly.
- (d) Each Executive Committee member shall submit a monthly report to the Secretary at the specified due date before each Executive Committee meeting.

Section 6: Vacancies:

- (a) In the event of a non-officer Executive Committee seat becoming vacant, the alternate of that constituency will fill that vacancy. In the absence of the alternate, the President shall call a special election of that seat's constituencies' representatives. Such elections may be conducted with absentee balloting, and the President and Secretary shall verbally confirm the votes cast with each voting representative and tally them.

- (b) If there are vacancies within the Executive Committee at the Executive Committee meeting before the Fall Conference, special elections will be held during the Conference to fill those vacancies.

Section 7: Institutional Classifications: Each institution in SUNY shall be classified by the grouping of Executive Committee constituencies. State University or State University of New York is implied in the titles.

- (a) Doctoral Granting Institutions – Undergraduate Division: University at Albany, Binghamton University, University at Buffalo, Down State Medical Center, Polytechnic Institution, College of Environmental Science & Forestry, Stony Brook University, Upstate Medical Center.
- (b) University Colleges: Buffalo State College, College at Brockport, College at Cortland, Empire State College, College at Fredonia, College at Geneseo, College at New Paltz, College at Old Westbury, College at Oneonta, College at Oswego, College at Plattsburgh, College at Potsdam, College at Purchase.
- (c) Agriculture/Technology and Statutory Colleges: College of Technology at Alfred State, College of Agriculture & Technology at Cobleskill, College of Agriculture & Technology at Morrisville, New York State (NYS) College of Ceramics at Alfred University, College of Technology at Canton, College of Technology at Delhi, College of Technology at Farmingdale, Cornell University – NYS College of Agriculture & Life Sciences, Cornell University – NYS College of Human Ecology, Cornell University – NYS School of Industrial & Labor Relations, Cornell University – NYS College of Veterinary Medicine, Maritime College. The Cornell University Colleges and School listed above will be counted together for representation in the Assembly and Executive Committee.
- (d) Doctoral Granting Institutions - Graduate Divisions: University at Albany, Binghamton University, University at Buffalo, Downstate Medical Center, College of Optometry, College of Environmental Science & Forestry, Polytechnic Institution, Stony Brook University, Upstate Medical Center.
- (e) Community Colleges (implied where appropriate): Adirondack, Broome, Cayuga, Clinton, Columbia-Greene, Corning, Dutchess, Erie, Fashion Institute of Technology, Finger Lakes, Fulton-Montgomery, Genesee, Herkimer County, Hudson Valley, Jamestown, Jefferson, Mohawk Valley, Monroe, Nassau, Niagara County, North Country, Onondaga, Orange County, Rockland, Schenectady County, Suffolk County, Sullivan County, Tompkins Courtland, Ulster County, Westchester.

ARTICLE VII– EXECUTIVE CABINET

Section 1: The Student Assembly shall have an Executive Cabinet to carry out day-to-day functions for the Student Assembly as directed by the Student Assembly, the Executive Committee, or the President.

- Section 2: The President at the start of their term will develop the composition and job descriptions of the Executive Cabinet for their administration, and submit them for approval to the executive committee before opening the positions up to be filled.
- Section 3: The members of the Executive Cabinet shall be held to the following requirements at the time of appointment and for the duration of their term:
- (a) Be currently enrolled in a State University of New York campus for at least one (1) credit hour for both the fall and spring semesters of which they would hold office.
 - (b) Be enrolled for at least one (1) credit hour at a State University of New York campus at the time of appointment and confirmation.
 - (c) Shall not have a cumulative GPA of below 2.25
 - (d) Be in good standing at their campus.
- Section 4: All members of the Executive Cabinet shall be appointed by the President subject to the approval of the Executive Committee and shall serve at the discretion of the President.
- Section 5: Members of the Executive Cabinet are required to attend all meetings of the Student Assembly and the Executive Committee, as well as all Student Assembly Conferences. Absences will only be permitted for good cause and subject to the approval of the President or designee.
- Section 6: Members of the Executive Cabinet may not be asked to perform the duties of another office so long as the office is appropriately filled, and no resignation is on file with the Student Assembly, the Executive Committee, the President, the Secretary, or a designee, where appropriate.
- Section 7: Members of the executive committee shall not hold two offices, whether appointed or elected, concurrently within the organization.

ARTICLE VIII – COMMITTEES

- Section 1: Standing Committees:
- (a) The Standing Committees of the Student Assembly shall be the:
 - (1) Rules Committee: shall consider and recommend legislation of constitutional and operational nature.
 - (2) Government Relations Committee: shall consider and propose legislation, resolutions, or actions to promote and realize the interests of the Student Assembly as defined by the Student Assembly.
 - (3) Campus Relations Committee: shall act as resource to individual campus student governments and address areas of concern regarding individual campus student governments.

- (4) Community College Affairs Committee: shall act as a resource to individual community college campus student governments and address areas of concern regarding individual community college campus student governments, uniting them in an attempt to facilitate a sense of being a part of the State University of New York with equal representation in regards to other SUNY schools.
- (b) Committee Chairs shall file minutes with the Secretary within seven (7) working days after the committee has met.
- (c) All standing committee meetings of the Student Assembly shall be open to the public.
- (d) Each Committee Chair may, at their option, designate one member of the Committee to act as Vice Chair. The Vice Chair will assist the Chair in executing Committee related duties and perform such functions as the Chair requests. The Vice Chair will also act as Chair in the absence of the Chair.

Section 2: Committee Membership: Committee membership is open to all SUNY Students, Faculty and Staff. All members MUST be approved as per section 5 of this Article. Committee Chairs have the right to appoint members to their committee between Executive Committee meetings, but the appointed members only serve as acting members until such time as they are confirmed at the following Executive Committee meeting. The official roster of each committee shall be maintained by the Secretary and the official means of communication shall reflect it.

Section 3: Ad Hoc Committees: Ad Hoc committees shall be created as needed by the President.

- (a) When the function of an Ad Hoc committee has been executed, the committee shall be disbanded.
- (b) Each Ad Hoc committee shall choose a secretary to take the attendance and minutes of each meeting.
- (c) All Ad Hoc committee-meeting minutes shall be open to the public.

Section 4: All committee chairs retain the right to remove members of their committee that are not performing their assigned duties. This removal should be communicated to the President and Secretary so that said person can be removed from the official roster(s).

Section 5: Appointments: The Student Assembly, or Executive Committee when applicable, shall confirm all appointments made to standing committees and Ad Hoc committees by members of the Executive Board. Confirmation votes may be waived by tacit common consent. However, if one-member objects, then a vote shall immediately be held on the appointment(s) objected to. Appointees may be removed by a two-thirds (2/3) vote.

ARTICLE X – ELECTION POLICY & PROCEDURES

Section 1: Qualifications for Seeking Executive Board Positions

- (a) The individual seeking office must be a student enrolled for credit, included in a campus FTE base
- (b) All candidates may submit a form of candidacy by the set deadline
- (c) A candidate may only seek candidacy for one position. No person may hold two positions.
- (d) The individual must have at least a minimum 2.5 grade point average, which should be determined from the campus where the student has the greatest number of credit hours.
- (e) Candidates must be present during all elections procedures other than deliberation to be considered qualified.

Section 2: Procedure of Executive Board Elections.

- (a) The elections will occur in the following order: President, Vice President, Treasurer, and Secretary. Executive Board elections shall occur before Executive Committee elections.
- (b) Nominations may be submitted by the predetermined date for all positions. Floor nominations shall be opened for candidates to run. The floor may not be re-opened for nominations once it has been closed..
- (c) The outgoing president or their designee must preside over the election process. For any Executive Board elections that do not take place before June 1, the immediate past president shall preside over such elections. Prior to June 1, should the current president be seeking a second term, or after June 1, should there be no active immediate past president, a member of the Executive Committee shall be designated to preside over all election in the interim.
- (d) Candidates may not be nominated for more than one position on the Executive Board during any given conference.
- (e) If no person receives a majority of votes cast, a run-off election shall be conducted immediately to choose from the two candidates receiving the largest number of votes cast.
- (f) Each candidate shall be allowed to make a brief speech, and the General Assembly shall have an opportunity to question each candidate.
 - a. Candidates will be asked the same questions
 - b. Candidates will be asked the same amount of questions.
 - c. Time limits shall be determined for candidates' speeches and questioning periods shall be uniformly applied to all candidates for all positions.

- d. Candidates may choose to leave the room during deliberation.
- (g) Election disputes shall be handled by the Rules Committee, who shall possess the sole authority with the SUNY Student Assembly to address and make rulings regarding such disputes.

Section 3: Qualifications for Seeking Executive Committee Positions

- (a) Students' at-large may seek an Executive Committee position.
- (b) The individual seeking office must be a student enrolled for credit, included in a campus FTE base.
- (c) All candidates must have submitted a form of candidacy by the set deadline.
- (d) An Executive Board candidate who did not win the seat they sought may run for an Executive Committee position.
- (e) The individual must have at least a minimum 2.25 Grade Point Average, which should be determined from the campus where the student has the greatest number of credit hours.

Section 4: Procedure for Executive Committee Elections.

- (a) Floor nominations shall be accepted for candidates to run for available positions.
- (b) In the event that more than the number of available Executive Committee positions receive votes, the runner(s)-up will be designated the alternate(s). The alternate(s) will assume full privileges of a member of the Executive Committee if a seat in the constituency is vacated during the course of the term of office.
- (c) Each candidate shall be allowed to make a brief speech, and the sector caucus members shall have the opportunity to question each candidate.
 - a. Candidates will be asked the same questions.
 - b. Candidates will be asked the same amount of questions.
 - c. Time limits shall be determined for candidates' speeches and questioning periods uniformly applied to all candidates for all positions.
 - d. Candidates may choose to leave the room during deliberations.
- (d) All election disputes will be forwarded to the Rules Committee and addressed immediately by that committee.

Section 5: Certification of Executive Board Elections:

- (a) The Rules Committee shall certify that the election was conducted consistent with the procedures in the present article and Article XVII of the SUNY Board of Trustees Policies. The ballots will be counted in the presence of no less than three (3) people, two (2) Executive Committee members and one (1) Representative from SUNY System Administration, when present. The President, the Secretary, the chair of the Rules committee, and a Representative from System Administration, if present, shall witness and sign-off on the validity of the ballots cast and the results, if they were present for

the counting. If one of the aforementioned officers are a candidate in the election they shall be excused from validating that set of ballots. Each person certifying or signing-off on the results shall sign the same and matching affidavit attesting to the results under penalty of perjury. A Representative from SUNY Administration shall collect and keep independent all sets of original ballots for every election, to be stored in the SUNY SA offices for one year from the date of election in case of an election dispute.

- (b) Certified election results will be submitted to SUNY Central Administration, Office of Student Affairs, and the Chancellor for confirmation that the elections were conducted in compliance with the Articles of Organization and these bylaws.

Section 6: The Organized Student Groups: Procedures for election of the non-voting delegates shall be developed and implemented by each Organized Student Group. Elections need not be held at the membership conference, but the duly elected delegates will assume their service at the time of the membership conference. All election procedures of Organized Student Groups are subject to the review of the Executive Committee upon recommendation of the Elections Committee, Rules Committee, or both.

Section 7: Campaign Guidelines

- (a) The following guidelines must be maintained by any candidate, announced or unannounced, for any office on the Executive Committee. Any instances of violation shall be reported to the Rules Committee and it is up to them to decide whether or not the violation occurred.
 - a. The use of a SUNY SA email address for campaigning is prohibited.
 - b. The use of any delegate list for campaigning for office is prohibited, including non-voting delegate lists.
 - c. All campaign materials must not constitute slander or libel against another candidate, declared or undeclared.
 - i. Campaign material shall be defined as all forms of endorsement for a particular candidate/ticket; including outside/unknown endorsement for the said candidate/ticket.
 - d. No money can be directly paid from SUNY, SUNY SA or any campus association directly in support of a candidate or their campaign.
 - e. No SUNYSA, SUNY, or funds collected via the Student Activity Fee shall be applied to campaign costs.
 - f. Vandalism of other candidate's' property or materials is prohibited.
- (b) If the chair of the elections decides that there has been a violation of campaign guidelines, then the matter is referred to the Rules Committee to deliberate on what to do with the candidate in question.
- (c) Infractions of these guidelines can result in punishment in several forms, up to and including exclusion from the ballot, even in the event of a candidate not yet on the ballot at the time of the infraction in question.

- (d) A decision to overturn the decision of the Rules Committee may be done by a two-thirds (2/3) vote of the entire Student Assembly.
- (e) Candidates must have written permission from the current Chancellor of SUNY to use their likeness or image for any campaign purposes.

ARTICLE XI – RECALL, IMPEACHMENT, AND REMOVAL FROM OFFICE

Section 1: Recall:

- (a) Recall of Executive Board members may be initiated by a two-thirds (2/3) affirmative vote of a quorum of State Operated Colleges and Community Colleges' legislative bodies acting in official legislation. This shall be executed in the following manner:
 - (1) The official legislation must be in the format indicated in these bylaws, if any, and signed by the presiding officer of the legislative body and the President of the Student Government.
 - (2) The vote on the legislation must be done in roll call.
 - (3) The legislation will be sent to the President, or the Vice President if the President is in question, along with approved minutes from the meeting that the legislation was approved, and Contact information of those who voted in favor and against, as well as the presiding officer of the legislative body.
 - (4) An ad hoc committee of no less than seven (7) members will be formed to investigate the legitimacy of the legislation, and will report within ten (10) calendar days to the SUNY schools of their findings by certified mail. The Committee will be selected by appropriate executive members as decided by the Executive Committee and the committee will be made up of no less than one (1) member of each constituency who are not Executive Committee Representatives, unless there are no delegates to the Student Assembly who are available to sit.
 - (5) If the committee finds validity in the legislation, an emergency meeting may be called to vote on the recall of the member.
- (b) Recall of the Executive Committee members may be initiated by two-thirds (2/3) affirmative vote of a quorum of the representative's constituency acting in official legislation. This shall be executed in the following manner: The official legislation must be in the format indicated in these bylaws, if any, and signed by the presiding officer of the legislative body and the President of the Student Government.
 - (1) The vote on the legislation must be done in roll call.
 - (2) The legislation will be sent to the President, along with approved minutes from the meeting that the legislation was approved, and contact

information of those who voted in favor and against, as well as the presiding officer of the legislative body.

- (3) An ad hoc committee of seven (7) members will be formed to investigate the legitimacy of the legislation, and will report within ten (10) calendar days of formation to the constituency schools of their findings via the best means of communication. The Committee will be selected by appropriate executive members as decided by the Executive Committee and the committee will be made up of no less than one (1) member of each regional area of New York State, who are not Executive Committee Representatives, unless there is no delegates to the Student Assembly who are available to sit.
- (4) A two-thirds (2/3) affirming vote of the aforementioned constituency delegates shall be necessary to recall the representative in question.

Section 2: Impeachment:

(a) Executive Board members:

- (1) Executive Board members may be impeached for malfeasance or failure to fulfill the duties prescribed by these bylaws. The impeachment process is as follows:
 - i. The Rules Committee shall hear the charges against the Executive Board member in question and determine if the charges are valid. The Rules Committee shall immediately inform the Executive Committee and the Student Assembly of their decision.
 - ii. If the Rules Committee finds the charges valid, the Executive Board member in question shall immediately cease operating at the capacity of their office. The President may appoint a temporary replacement for the individual in question. If the President is to be impeached, the Vice President shall appoint the replacement. If both the President and Vice President are being impeached, the Executive Committee shall name the temporary replacements.
 - iii. The Executive Committee may impeach the member in question with a two-thirds (2/3) affirmative vote, which must take place within two (2) weeks of the Rules Committee communicating their decision.
 - iv. Once an Executive Board member is impeached, they will cease to do their duties and await final decision by the Student Assembly.
 - v. A vote of two-thirds (2/3) of the Student Assembly is necessary to remove the member in question. This vote may be held by certified mail or at the next conference after the charges are filed, whichever is sooner. The Student Assembly must act within a fourteen (14) day period from the time in which the Rules Committee finds the charges valid and informs all the necessary parties.

Representatives:

Representatives may be impeached for malfeasance or failure to fulfill the duties prescribed by these bylaws, by either of the following:

- i. The constituency group of the member in question
 1. The Rules Committee must meet within seven (7) business days of receiving charges and shall hear the charges against the Representative in question and determine if the charges are valid. The Rules Committee shall immediately inform the Executive Committee and the constituent colleges of the Representative in question of their decision via the best means of communication.
 2. If the Rules Committee finds the charges valid, the Representative in question shall immediately cease operating at the capacity of their position and the President will inform the consistent schools via official presidential e-mail of each constituent college within three (3) days of the vote. The President may fill a temporary replacement for the individual in question.
 3. A vote of two-thirds (2/3) of the member's constituency group of the Student Assembly is necessary to remove the member in question. This vote may be held via video conference or in a general meeting. The constituent colleges must act within a fourteen (14) day period from the time in which the Rules Committee finds the charges valid and informs all the necessary parties. The constituent colleges must act within fourteen (14) business days from the date on the communication of formal notification from the President.
- ii. The Executive Committee
 1. If a member of the Executive Committee wishes to file impeachment charges, the Rules Committee must determine if the charges are valid.
 2. If the Rules Committee finds the charges valid, the Representative in question shall immediately cease operating at the capacity of their position. The President may fill a temporary replacement for the individual in question.
 3. The Executive Committee may vote to impeach and remove the Representative in question with a two-thirds (2/3) affirmative vote. The vote to impeach and remove shall be held at the next Executive Committee meeting following the Rules Committee confirmation of validity of the charges. If the vote is in the affirmative, the President will inform the consistent schools via official presidential e-mail of each constituent college within three (3) days of the vote.
 4. The constituency group can, with a majority vote in the affirmative, reinstate the representative in question. This vote may be done by videoconference or a general meeting. The constituent

colleges must act within fourteen (14) business days from the date on the communication of formal notification from the President.

Section 3: Removal from Office:

- (a) Executive Cabinet Members:
 - (1) Executive Cabinet Members may be removed from office for malfeasance or failure to fulfill the duties prescribed by these bylaws, by either:
 - i. The President
 - 1. Notification of Intent to Dismiss a Director must be given to the membership of the Executive Committee at least seven (7) days in advance of the next meeting.
 - 2. If the President wishes to dismiss a Director, the Executive Committee may vote on the issue at their next meeting if the director in question wishes to dispute their termination. If two-thirds (2/3) disagree with the President's decision, the Director in question shall keep their position. Otherwise, the Director in question shall be relieved of duty immediately.
 - ii. A two-thirds (2/3) vote of the Executive Committee.
- (b) i. Any Executive Committee member may be removed from their position due to loss of good academic standing.
- (c) Any Executive Committee member, including Executive Board members, may be impeached for missing two (2) or more executive committee/meetings of the Student Assembly unexcused.

ARTICLE XII – AMENDMENTS

Section 1: Amendments to these bylaws may be made in the following manner:

- (a) May be suggested to the Student Assembly by any member.
- (b) Upon receiving a second will be directed to the Rules Committee and placed on the agenda for the next committee meeting. The amendment will be drafted with a resolution and the amendment as its first appendix. The resolution will be numbered in relation to the resolutions numbered under Article Three (3).
- (c) Require that the Committee give prior notice of consideration of constitutional amendments to every member before deliberating them in open hearing.
- (d) Require an assenting majority of the Committee to carry and be reintroduced to the Student Assembly.
- (e) The Committee shall write an assenting or dissenting opinion, respectively, when passing or failing an amendment. Such opinions shall be mailed out to the full membership within seven (7) working days of the Committee's meeting. The written opinion shall also be attached as an appendix to the resolution.
- (f) May be reintroduced contrary to the Rules Committee's decision if a minimum of ten (10) representatives move in concurrence.
- (g) Require an affirming vote of two-thirds (2/3) of the Student Assembly.

- (h) The final version, whether amended or non-amended, shall be submitted to the Assembly. If the public hearing is less than ten (10) working days prior to the Assembly meeting, no amendments shall be made until the Assembly meeting.

ARTICLE XIII – NONDISCRIMINATION

There shall be no discrimination on the basis of real or perceived race, ethnicity, sex, gender, gender identity/expression, sexual orientation, age, disability, political affiliation, religious affiliation, marital status, or veteran's status within this organization.

ARTICLE XIV – RATIFICATION

This document, upon acceptance by the Student Assembly, shall take effect immediately and supersede any preceding documents.

Ratified on October 13, 1998.

Last amended on April 16, 2016 by Katherine Slye, Director of Rules, *Chair of the Rules Committee*