



**MEMORANDUM**

**TO: Members of the Student Assembly**

**FROM: Bryant Barksdale, Senior Director, Internal Affairs**

**DATE: April 4, 2014**

**SUBJECT: Amendments to Student Assembly Bylaws  
(Article VII – Executive Cabinet; Article VIII – Committees)**

**Resolution**

I recommend that the Student Assembly adopt the following resolution:

Resolved that the following sections of the Student Assembly Bylaws be amended to read as follows and that said amendments be, and hereby are, requested to go into effect immediately upon passage of this resolution:

**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 position up to be filled.

~~The Executive Cabinet shall be composed of the following positions:~~

- ~~(a) Director of Rules. The Director of Rules shall perform the following duties:~~
- ~~(1) Shall Chair the Rules Committee or equivalent and serve as its non-voting representative to the Student Assembly and the Executive Committee.~~
  - ~~(2) Shall give advisory opinions to the President, the Executive Committee, and the Student Assembly on matters regarding these bylaws. SUNY policies and procedures regarding the Student Assembly, and such other organizational and operational matters, these opinions may be solicited or unsolicited.~~
  - ~~(3) Shall be primarily in charge of formatting all legislation to be considered by the Executive Committee and the Student Assembly.~~
  - ~~(4) Shall act as the Parliamentarian for the Executive Committee and the Student Assembly when one is not appointed by the President.~~
  - ~~(5) Shall perform such additional applicable duties as requested by the Student Assembly, the Executive Committee or the President.~~
  - ~~(6) Shall submit a monthly report to the Secretary at the specified due date before each Executive Committee meeting.~~
- ~~(b) Director of Government Relations. The Director of Government Relations shall perform the following duties:~~
- ~~(1) Shall coordinate efforts regarding legislative advocacy and lobbying for the Student Assembly.~~
  - ~~(2) Shall develop the legislative agenda for the Student Assembly subject to guidance and review by the President and Executive Committee.~~

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- ~~(3) Shall make recommendations on policies of the Student Assembly regarding external legislative matters.~~
- ~~(4) Shall Chair the Government Relations Committee and serve as its non-voting representative to the Student Assembly and the Executive Committee.~~
- ~~(5) Shall perform such additional applicable duties as requested by the Student Assembly, the Executive Committee or the President.~~
- ~~(6) Shall submit a monthly report to the Secretary at the specified due date before each Executive Committee meeting.~~
- ~~(c) Associate Director of Government Relations. The Associate Director of Government Relations shall perform the following duties:~~
  - ~~(1) Shall assist the Director of Government Relations in the coordination of the legislative advocacy and lobbying for the Student Assembly.~~
  - ~~(2) Shall assist in the development in the legislative agenda for the Student Assembly.~~
  - ~~(3) Shall make recommendations on policies of the Student Assembly regarding external legislative matters.~~
  - ~~(4) May, with the consent of the Student Assembly, the Executive Committee or the President, be able to develop an agenda and initiatives of his/her own, independent of that of the Director of Government Relations.~~
  - ~~(5) Shall serve as the Vice Chair of the Government Relations Committee, and may attend meetings of the Executive Committee and Student Assembly as a non-voting member with the consent of the President or in the absence of the Director of Government Relations.~~
  - ~~(6) Shall perform such additional applicable duties as requested by the Student Assembly, the Executive Committee or the President.~~
  - ~~(7) Shall submit a monthly report to the Secretary at the specified due date before each Executive Committee meeting.~~
- ~~(d) Commissioner of Elections. The Commissioner of Elections shall perform the following duties:~~
  - ~~(1) Shall Chair the Elections Committee and serve as its non-voting representative to the Student Assembly and the Executive Committee.~~
  - ~~(2) Shall fairly administer Student Assembly elections in accordance with these bylaws. Shall perform such additional applicable duties as requested by the Student Assembly, the Executive Committee or the President.~~
  - ~~(3) Shall submit a monthly report to the Secretary at the specified due date before each Executive Committee meeting.~~
- ~~(e) Director of Diversity. The Director of Diversity shall perform the following duties:~~
  - ~~(1) Shall work on issues pertaining to the proper maintenance of diversity and pluralism in SUNY.~~
  - ~~(2) Shall Chair the Diversity Committee and serve as its non-voting representative to the Student Assembly and the Executive Committee.~~
  - ~~(3) Initiate and coordinate the dissemination of information on diversity through executive committee members and workshops at meetings of the Assembly.~~
  - ~~(4) Shall make recommendations on policies of the Student Assembly regarding diversity.~~
  - ~~(5) Shall perform such additional applicable duties as requested by the Student Assembly, the Executive Committee or the President.~~
  - ~~(6) Shall submit a monthly report to the Secretary at the specified due date before each Executive Committee meeting.~~
- ~~(f) Director of Academic Affairs. The Director of Academic Affairs shall perform the following duties:~~
  - ~~(1) Shall examine student issues that are academic in nature throughout SUNY as a whole.~~
  - ~~(2) May examine academic issues at a specific member institution by the request of that member institution, the Executive Committee, or the Executive Board.~~

- ~~(3) Shall be the primary student representative on academic bodies and groups as requested by the President.~~
- ~~(4) Shall Chair the Academic Affairs Committee and serve as its non voting representative to the Student Assembly and the Executive Committee.~~
- ~~(5) Shall make recommendations on policies of the Student Assembly regarding Academic Affairs.~~
- ~~(6) Shall perform such additional applicable duties as requested by the Student Assembly, the Executive Committee or the President~~
- ~~(7) Shall submit a monthly report to the Secretary at the specified due date before each Executive Committee meeting.~~
- ~~(g) Director of Campus Relations. The Director of Campus Relations shall perform the following duties:~~
  - ~~(1) Shall serve as a mediator for individual campus student governments as requested by the President.~~
  - ~~(2) Shall assist individual campus student governments with internal matters including but not limited to constitutional problems and revisions, mediation between campus student governments & campus administrations, and advisement on current issues taken up the State University of New York Board of Trustees.~~
  - ~~(3) Shall serve as a secondary liaison, in addition to the Executive Committee representatives, between the campus student governments and the Student Assembly. In this capacity, the Director shall be responsible to ensure that student governments are made aware of regulations that affect them.~~
  - ~~(4) Shall Chair the Campus Relations Committee and serve as its non voting representative to the Student Assembly and the Executive Committee.~~
  - ~~(5) Shall assist the Secretary in compiling and updating information on all non-community colleges for SUNY Snapshot.~~
  - ~~(6) Shall perform such additional applicable duties as requested by the Student Assembly, the Executive Committee or the President.~~
  - ~~(7) Shall submit a monthly report to the Secretary at the specified due date before each Executive Committee meeting.~~
- ~~(h) Director of Communications. The Director of Communications shall perform the following duties:~~
  - ~~(1) Shall be responsible for any and all correspondence between the Student Assembly and the media.~~
  - ~~(2) Shall serve as a personal liaison between the President and approved media correspondents.~~
  - ~~(3) Shall be responsible for statements for and by the President as requested or as necessary.~~
  - ~~(4) Shall write and administer press releases as requested and approved by the President.~~
  - ~~(5) Shall administer and design the image and marketing strategy of the Student Assembly with the consent of the President.~~
  - ~~(6) Shall Chair the Communications Committee and serve as its non voting representative to the Student Assembly and the Executive Committee.~~
  - ~~(7) Shall create the Student Assembly Newsletter.~~
  - ~~(8) Shall be in charge of printing the Student Assembly Newsletter and it must be printed for both the fall and spring conferences.~~
  - ~~(9) The name of the Student Assembly Newsletter can be changed at the discretion of the President and the Director of Communications, acting jointly. However, if they cannot come to an agreement, then the Executive Committee shall vote on the name and the Committee's decision will be binding.~~
  - ~~(10) Student Assembly Newsletter must send out at least once a semester separate from the fall and spring conferences.~~
  - ~~(11) Shall perform such additional applicable duties as requested by the Student Assembly, the Executive Committee or the President.~~

- ~~(12) Shall submit a monthly report to the Secretary at the specified due date before each Executive Committee meeting.~~
- ~~(i) The Director of Community College Affairs shall perform the following duties:~~
- ~~(1) Shall serve as a mediator for individual community college student governments as requested by the President.~~
  - ~~(2) Shall assist individual community college student governments with internal matters including but not limited to constitutional problems and revisions, mediation between community college student governments & community college administrations, and advisement on current issues taken up by the State University of New York Board of Trustees.~~
  - ~~(3) Shall remain abreast of and report to the President any issues taken up by the individual community college board of trustees that affect students and/or the student government.~~
  - ~~(4) Shall serve as a secondary liaison, in addition to the Executive Committee representatives, between the community college student governments and the Student Assembly. In this capacity, the Director shall be responsible to ensure that the community college student governments are made aware of regulations that affect them.~~
  - ~~(5) Shall Chair the Community College Affairs Committee and serve as its non-voting representative to the Student Assembly and the Executive Committee.~~
  - ~~(6) Shall create and update a contact list with all community college student trustees information, to the best of their ability.~~
  - ~~(7) Shall compile a list of the dates of all New York Community College Association of Presidents meetings (NYCCAP).~~
  - ~~(8) Shall assist the Secretary in compiling and updating information on all community colleges for SUNY Snapshot.~~
  - ~~(9) Shall perform such additional applicable duties as requested by the Student Assembly, the Executive Committee or the President.~~
  - ~~(10) Shall submit a monthly report to the Secretary at the specified due date before each Executive Committee meeting.~~
- ~~(j) Director of Environmental Affairs. The Director of Environmental Affairs shall perform the following duties:~~
- ~~(1) Serve as a representative of SUNY student environmental concerns and initiatives to the SUNY Student Assembly, the SUNY system, and the State of New York.~~
  - ~~(2) Shall empower SUNY students by facilitating access to information, networking and any additional support available to green their campuses.~~
  - ~~(3) Shall establish a meeting and organizing structure for SUNY Student Assembly representatives and relevant parties to grow their capacity to achieve sustainability goals set out on campuses and at the SUNY level.~~
  - ~~(4) Shall coordinate all Student Assembly efforts and initiatives that promote awareness of greening actions and assist any student governments that request assistance for their own campus efforts.~~
  - ~~(5) Shall develop the annual sustainability goals for the Student Assembly subject to guidance and review by the President and Executive Committee.~~
  - ~~(6) Shall Chair the Environmental Affairs Committee and serve as its non-voting representative to the Student Assembly and the Executive Committee.~~
  - ~~(7) Shall perform such additional applicable duties as requested by the Student Assembly, the Executive Committee or the President.~~
  - ~~(8) Shall submit a monthly report to the Secretary at the specified due date before each Executive Committee meeting.~~

~~Section 3: The Executive Cabinet shall include such additional positions as may be approved by the Student Assembly or the Executive Committee.~~

- Section 4: The members of the Executive Cabinet shall be held to the following requirements at the time of appointment and for the duration of his/her term:
- 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 he/she would hold office.
  - Be enrolled for at least one (1) credit hour at a State University of New York campus at the time of appointment and confirmation.
  - Shall not have a cumulative GPA of below 2.25
  - Be in good standing at his/her campus.
- Section 5: 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 6: 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. ~~The President or Executive Committee may grant exceptions as appropriate.~~ Absences will only be permitted for good cause and subject to the approval of the President or designee.
- Section 7: 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 8: At every fall and Spring Student Assembly Conference, all Directors, with the exception of the Director of Rules, shall present their work to the voting delegates during the business meeting in whatever manner the President deems appropriate.~~
- Section 9: Members of the executive committee shall not hold two offices, whether appointed or elected, concurrently with in the organization.

#### ARTICLE VII – COMMITTEES

- Section 1: Standing Committees:
- Standing committees of the Student Assembly will be determined by the president each year when developing the Executive Cabinet, and are subject to approval by a majority vote of the Executive Committee.
- Standing Committees:**
- The Standing Committees or equivalent of the Student Assembly shall be the:
    - Rules Committee: shall consider and recommend legislation of constitutional and operational nature.
    - 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.
    - ~~Elections Committee: shall administer the Student Assembly elections as prescribed in this document. It shall also be responsible for alerting all members of the Student Assembly of the impending election.~~
    - ~~Diversity Committee: shall work on issues pertaining to the proper maintenance of diversity and pluralism in SUNY.~~
    - ~~Academic Affairs Committee: shall examine student issues that are academic in nature throughout SUNY as a whole. They may also examine academic issues at a specific member institution by the request of that member institution, the Executive Committee or the Executive Board.~~
    - Campus Relations Committee: shall act as resource to individual campus student governments. The Committee will address areas of concern regarding individual campus student governments.

~~(7) Communications Committee: shall develop plans for dissemination of information about the Student Assembly to the media, determine the overall image and marketing strategy of the Student Assembly, and oversee all organizational technology.~~

(8) Community College Affairs Committee: shall act as a resource to individual community college campus student governments. The Committee shall 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) Each committee shall designate a clerk to take attendance and minutes of each meeting.~~

(c) Committee Chairs shall file minutes with the Secretary within seven (7) working days after the committee has met.

(d) All standing committee meetings of the Student Assembly shall be open to the public.

~~(e) Each standing committee will be afforded a non-voting representative to the Student Assembly and the Executive Committee. This person shall enjoy all privileges accorded to all other representatives.~~

(f) 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: 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 clerk to take the attendance and minutes of each meeting.

(c) All Ad Hoc committee-meeting minutes shall be open to the public.

Section 3: All committee chairs retain the right to remove members of their committee that are not performing their assigned duties.