

The Student Assembly of the State University of New York

Bylaws

(As Amended April 13th, 2013)

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 his or her 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 one 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 his/her 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 constituency group meeting convened in conjunction with any full meeting of the Student Assembly shall be equal to the number of delegates present at such meeting.

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, 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 to the Director of Rules to be evaluated by the Rules Committee, and shall be submitted by US Mail and Electronic Mail.

- (b) Resolutions will be made known by appropriate means to the Director of Rules, known as Director hereinafter in the present section, at least fourteen (14) working days prior and 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 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 delegate, 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, a simple majority of the Executive Committee, and by 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: 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.

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 be responsible for organizing a transition of officers between the time of election and June 1
- (k) Shall submit a monthly report to the Secretary at the specified due date before each Executive Committee meeting.

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 his or her 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 validate 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 may 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 his/her 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 his/her 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.
- 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 weekly contacts with their respective constituency representatives as assigned by 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, College of Optometry, 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, Institute of Technology at Utica/Rome. 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, 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 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 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.
 - (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:

- (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 he/she 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 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:

- (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) 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.
 - (4) Diversity Committee: shall work on issues pertaining to the proper maintenance of diversity and pluralism in SUNY.
 - (5) 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.
 - (6) 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.

ARTICLE IX – APPOINTMENTS

- Section 1: 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 PROCEDURE

- Section 1: Requirements for Candidacy:
- (a) Any and all persons wishing to run must be nominated by a voting delegate from the appropriate constituency prior to the closing of nominations.
 - (b) A person shall be deemed eligible to run for the Student Assembly Executive Board (President, Vice President, Secretary, or Treasurer) if, at the time of elections, the following qualifications are met:
 - (1) They are enrolled for at least one (1) credit hour at a State University of New York campus at the time of elections;
 - (2) They will be enrolled for at least one (1) credit hour at a SUNY campus for each of two (2) semesters of the academic year which he or she would hold office if elected;
 - (3) They have a 2.5 cumulative Grade Point Average or higher;
 - (4) They are considered to be in good standing at their campus, based on the standard set at the candidate's individual campus.
 - (c) A person shall be deemed eligible for election to the Executive Committee if, at the time of elections, the following qualifications are met:

- (1) They are enrolled for at least one (1) credit hour at a State University of New York campus at the time of elections;
 - (2) They will be enrolled for at least one (1) credit hour at a SUNY campus of the type they wish to represent for the Fall and Spring of the following year in which the term of office is elected for;
 - (3) They have a 2.0 cumulative Grade Point Average or higher;
 - (4) They are considered to be in good standing at their campus, based on the standard set at the candidate's individual campus;
- (d) When a candidate is standing for election and concurrently enrolled in two (2) or more SUNY Institutions, the Grade Point Average and standing requirements shall be determined by the institution that the student has an established GPA and is taking the greater number of credit hours.

Section 2: Pre-Election Procedures:

- (a) The Commissioner of Elections, hereafter referred to as the commissioner in the present article, will assure compliance of all candidates with the requirements for candidacy as outlined in section one (1) of the present article, in conjunction with SUNY administration.
- (b) Any delegate may nominate a candidate or declare him or herself to be a candidate, if eligible, for one (1) officer position, for a position on the Executive Committee, or both via the appropriate measures set herein.
- (c) Any candidate for an officer position may file a declaration of candidacy with the Student Assembly prior to the annual membership meeting. This declaration of candidacy may include a short position paper of no more than one (1) page, front only, the size of the page shall be no larger than 8 ½" x 11" and shall have no smaller than 10pt Times New Roman font with margins no smaller than one inch (1") on all sides, written by the candidate.
- (d) Any voting delegate may nominate a person for a position on the Executive Committee if they fill out the nomination form provided in the spring conference packet and send it into SUNY Admin no less than one (1) business week prior to the start of the business meeting.
- (e) The Student Assembly shall prepare copies of any position papers for distribution to all delegates at the annual membership meeting, provided said papers are in the office one (1) business week prior to the start of the meeting. The Student Assembly shall also prepare a list of all announced candidates for Officer positions and Executive Committee representatives for distribution to all delegates at the time of registration of the annual meeting. A list of member institution and delegate counts will also be distributed at the registration.

Section 3: Elections:

- (a) Among other duties, the commissioner shall:
 - (1) Preside over all Executive Board elections and all proceedings of the Assembly related to the election of officers, except the actual election of Executive Committee members by individual constituencies meeting in committee;

- (2) Supervise all election procedures.
- (3) If at anytime the commissioner becomes a candidate the President shall assume the duties of the commissioner for the duration of the elections process. If the President is also a candidate he/she shall name a non-candidate to assume such duties with majority consent of the Assembly on the selection.

(b) Officers:

- (1) The commissioner will open up nominations for each Executive Board position in the following sequence, President, Vice President, Secretary, and Treasurer. All nominations require a second.
- (2) The commissioner will ask each nominee whether he or she accepts the nomination.
- (3) If the nomination is accepted, the Secretary will enter the name of the nominee on the roll of candidates, which shall appear in the minutes, and the commissioner will seek further nominations.
- (4) When there are no further nominations for a given position, and with a majority vote, the commissioner shall declare the floor closed to nominations for the position and proceed to open the floor to nominations for the next office in the aforementioned sequence. Once nominations have been closed for a particular office, they can only be reopened by a $\frac{3}{4}$ vote of the Assembly, and may only be reopened in the same session they were closed in.
- (5) Once each Executive Board position election has been opened, each candidate will be allowed three (3) minutes to make a position statement to the Assembly.
- (6) A question and answer period will be conducted following the position statements, allowing representatives to ask candidates to clarify or introduce positions on any relevant topics. Candidates shall receive no more than twelve (**12**) questions. The first seven (7) shall be town hall style with a question posed to the entire slate of candidates for the office, candidates shall have one minute 30 seconds (1:30) to respond. The following five shall be individual questions and taken based on a speakers list generated at the beginning of each candidate's individual questions and answer period. A speaker's list shall be generated at the start of each type of questioning. If the speakers list is, for either type of question, not exhausted when first generated, speakers may be added up to the maximum stipulated above. No member may ask more than two (2) questions for the town hall style or more than two (2) questions for the individual; unless there are no more members who wish to ask questions. A member can also not have his/her name on the speaker's list more than once at the same time. Answers to those questions shall be limited to one (1) minute for each question, by majority vote; the Assembly can extend the length of time for answers or the number of questions.

- i. Candidates will rotate the order that they answer the town hall style questions in; the commissioner will publish an order once nominations for the office have been concluded.
 - (7) Before voting commences as stipulated in section four (4) subsection (a) and section four (4) subsection (b) in the present article, members shall have the ability to speak for no more than one (1) minute each regarding the candidates for a particular office. The speakers list shall be limited to no more than ten (10) members, and once the initial list is generated, no more names shall be added.
- (c) Executive Committee:
 - (1) The Assembly shall divide into institutional constituency groups, for the purposes of discussing matters pertinent to the individual constituency and electing representative(s) to the Executive Committee, when necessary, according to Article Six (6), Section One (1) of these bylaws.
 - (2) Selected Election Committee or non-candidate Executive Committee members shall convene the meeting. The Commissioner of Elections shall be available for any questions regarding the rules of elections, unless he or she is a candidate.
 - i. Only members of the Elections Committee have the authority to answer questions and give a ruling on issues in constituency groups without consulting the Commissioner.
 - ii. If a constituency member is not satisfied with an outcome from an Elections Committee member, than the Commissioner shall be called over to make a determination.
 - (3) Once convened, the constituency shall appoint a chair and clerk, who are not candidates, from among the delegates present. From that point, the appointed chair shall preside. Executive Committee members may only act in either role with the consent of the delegates.
 - (4) The chair will open the floor to nominations for each position due for election.
 - (5) The chair will ask each nominee whether he or she accepts the nomination.
 - (6) If the nomination is accepted, the clerk will enter the name on the roll of candidates, which shall appear in the minutes, and the chair will seek further nominations.
 - (7) When there are no further nominations, and with a majority vote, the chair shall declare the floor closed to nominations, at which time each candidate will be given three (3) minutes each to make a short statement.
- (d) Executive Committee: Alternates
 - (1) In the event that more than the number of needed representatives receive votes, the runner-up will be designated the alternate (provided that they accept the position). The alternate 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.

Section 4: Voting:

- (a) The vote for the election of officers and members of the Executive Committee shall be conducted by secret ballot. If there is one candidate for a particular office on the Executive Board, or for a seat on the Executive Committee, by unanimous consent, it shall be moved that the Secretary or clerk cast a unanimous ballot for the entire Assembly or the constituency group, respectively.
- (b) Officers:
 - (1) The election of officers shall precede the election of members of the Executive Committee.
 - (2) There shall be an election for President, an election for Vice President and election for Secretary, and an election for Treasurer, each respectively. Each representative may vote for one (1) candidate during each such election.
 - (3) The majority (50% +1) of the ballots cast for an office is required for election to the office. In the event that no candidate receives a majority of the ballots cast for an office on the first balloting, a run-off election shall be conducted between those candidates who receive the two (2) greatest number of votes. Should there be a tie for the greatest number of votes, only those candidates will be eligible for a run-off election. If there are more than two (2) candidates with the two (2) greatest numbers of votes, there shall be a run-off between those candidates. Run-off elections, and elimination of candidates over two (2), shall continue until one (1) candidate receives the requisite percentage of votes.
 - (4) Abstention votes, blank or no votes, or other names a ballot cast other than recognized candidates shall be considered void and not be counted into the percentage necessary to be elected.
 - (5) The ballots will be counted in the presence of no less than three (3) people, the Commissioner of Elections, the Director of Rules, and a Representative from SUNY System Administration, when present. If a Representative from SUNY System Administration is not present, a third person shall be named by the Executive Committee. Also, any members of the Elections Committee can be present for the counting of the ballots. If one (1) of the aforementioned officers or committee members is a candidate in the election, he/she shall be excused from ballot counting for that office. This does not decrease the requisite number needed to count ballots, if this situation occurs the Executive Committee shall select someone at the earliest possible time to equal the three (3).
 - (6) If there is a tie in an election regarding the Executive Board, then the candidates will be allowed to address the delegates. If there is another tie after a second run-off, then there will be three (3) delegates chosen to address the Assembly on behalf of each candidate. These speakers will be chosen by the Commissioner. If there is a tie following the third run-off, there will be up to ten (10) minutes for an open forum for delegates to

address one another. If no clear winner, then the process will repeat until a majority is reached.

(c) Executive Committee:

- (1) Candidates receiving the greatest number of votes will be elected.
- (2) In the case of a designated category having more than one representative, each delegate may cast a number of votes equal to or less than the number of designated representatives.
- (3) No representative may cast more than one vote for each candidate.
- (4) The commissioner or caucus chair shall announce the total votes cast in favor of each candidate and the number of ballots cast in total. The clerk shall enter said results into the minutes.

(d) Candidates elected but not pre-approved:

- (1) Any and all candidates for Executive Board or Executive Committee positions who did not declare candidacy prior to the elections shall be considered provisionally elected based upon a later check of the Requirements for Candidacy in Section one (1) of the present article.
- (2) Any candidate found not to be eligible for office, shall be immediately removed from office.
 - i. In the case of officers, someone shall be appointed the interim replacement as stipulated in Article Nine (9) of these bylaws. In the case of the President, the Vice President shall become Interim President according to Article Two (2), Section Five (5) of these bylaws.
 - ii. In the case of Executive Committee members, if an alternate is available then that alternate shall immediately take the vacant seat. If there is more than one (1), order of ascension shall be in the order of the amount of votes received, greatest to least. If there is no alternate, a student shall be appointed an Interim Representative with all rights and responsibilities of an Executive Committee member, but without the ability to vote as outlined in the provisions in Article Nine (9) of these bylaws.

Section 5: Certification:

- (a) The commissioner 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. All ballots shall be counted as stipulated in Section four (4) of the present article and shall be entrusted to the Secretary for safekeeping. The President, the Secretary, the Director of Rules, 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 he/she 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.
- (b) The commissioner shall officially announce the results of the elections of the Executive Board to the representatives immediately following the conclusion

of the elections of the individual Executive Board positions. Also, at this time the commissioner shall also announce the votes cast in favor of each candidate and the number of ballots cast in total, excluding abstentions and votes for people who are not recognized candidates. The Secretary shall enter said results into the minutes.

- (c) Upon final review by the Election Committee, the commissioner shall officially announce the results of the elections for the Executive Committee to the delegates immediately following the conclusion of Executive Committee elections.
- (d) 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 Elections Commissioner and it is up to them to decide whether or not the violation occurred.

i. The use of the Executive Committee email address for campaigning is prohibited.

ii. The use of any delegate list for campaigning for office is prohibited, including non-voting delegate lists.

(b) If the Commissioner decides that there has been a violation of campaign guidelines, then the matter is referred to the Elections 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 Elections Committee may be done by a two-thirds (2/3) vote of the entire Student Assembly.

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 is 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 to the constituency 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 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. This meeting must take place within a seven (7) day period. 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 fill 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 replacement.
 - iii. The Executive Committee may impeach the member in question with a two-thirds (2/3) affirmative vote. The Executive Committee only has a time period of two (2) weeks to impeach the Executive Board member in question.
 - 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:
- i. The constituency group of the member in question
 1. The Rules Committee must meet within seven (7) business days 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.
 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. 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 certified mail 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.

- 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.
 4. The constituency group can, with a majority vote in the affirmative, reinstate the representative in question. This vote may be done by certified mail or a general meeting. The constituent colleges must act within fourteen (14) business days from the postmark on the letters 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 XII – 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 13th, 2013 by Bryant Barksdale *Director of Rules*.