

The Constitution of the Undergraduate Student Government

As adopted on April 4th, 2003
As amended on May 13th, 2004
As amended on April 30th, 2005
As amended on February 10th, 2006
As amended on October 27th, 2006
As amended on November 17th, 2006

Preamble

The Undergraduate Student Government at Stony Brook University is an autonomous unit within the University Community and it derives its power from the Undergraduate Student Body of said University. Undergraduate Student Government shall work closely with the University Administration to foster a spirit of community, diversity and fellowship, to create programs and services for the benefit of all members of the campus community. The Undergraduate Student Government shall provide leadership that will ensure the undergraduate student voice will be a powerful force in all decisions made at Stony Brook and hereby establish this constitution of the Undergraduate Student Government.

Article I: NAME

This organization shall be known as the Undergraduate Student Government at Stony Brook University, to be referred to as the Undergraduate Student Government.

Article II: MEMBERSHIP AND ORGANIZATIONAL STRUCTURE

Section 1 Membership

All undergraduate students at Stony Brook University shall be members of the Undergraduate Student Government.

Section 2 Organization Structure

- A.** The Undergraduate Student Government shall be comprised of the Executive Branch, a Legislative Branch, and a Judicial Branch.
- B.** Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, and the making of distributions to organizations that qualify for funding under the SUNY Chancellor's Guidelines.
- C.** No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation of services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not

participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

- D.** Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the country which the principal office of the organization is then located, as said Court shall determine, which are organized and operated exclusively for such purposes.

Section 3 Equal Opportunity, the Proper Distribution of the Student Activity Fee, and Clubs and Organizations Rights

- A.** No person, having qualified for the Undergraduate Student Government membership in the manner prescribed in Article II, Section 1.A. of the Constitution of the Undergraduate Student Government shall be denied the rights and privileges of Undergraduate Student Government membership on the basis of race, religion, sex, color, national origin, age, marital status, disability, or sexual orientation.
- B.** No Club, Organization, or entity shall be denied the right to funding from the Undergraduate Student Government on the basis of belief, philosophy, creed, opinion, religion, or political persuasion.
- C.** No Club, Organization, or entity recognized by the Undergraduate Student Government and guaranteed the right to funding shall be denied the right to use its funding to carry out its mission, goals, and activities.
- D.** All Clubs, Organizations, and entities recognized by the Undergraduate Student Government are guaranteed the same criteria for student-based funding provided that the club serves the University's mission, fosters the growth of communities, is open to all members of the Undergraduate Student Government, and is fiscally responsible. Funds shall be used for educational, academic, cultural, recreational, athletic, or social activities, events, and publications which contribute to the marketplace of ideas, serve the community, and advance the mission, goals, and activities of the club recognized.
- E.** The Student Activity Fee must be distributed in a viewpoint neutral manner and with equal protection under law afforded to all Clubs, Organizations, or entities recognized by the Undergraduate Student Government.
- F.** The Undergraduate Student Government shall make no law or policy establishing separate criteria for receiving funding, including on the basis of the viewpoint of the Club, Organization, or entity recognized, the types of beliefs and opinions which are being expressed, or the manner in which those ideas are being distributed.
- G.** This Section shall not be construed to mean that funding levels shall be equal for all Clubs, Organizations, and entities. Any Club, Organization, or entity recognized by the Undergraduate Student Government and guaranteed the right to funding shall operate with an

appropriate level of funding by the Undergraduate Student Government to function effectively in carrying out its mission, goals, and activities. The Undergraduate Student Government shall take into consideration the Club, Organization, or entity's duly adopted constitution, the written plan for expenditure of allocated funds, the past record of the Club, Organization, or entity's utilization of its allocations, the number of students served by the funded activities of the Club, Organization, or entity, whether the Club, Organization, or entity is in good standing with the Undergraduate Student Government, and considerations of fiscal prudence. This decision may be appealed to the Judicial Branch of the Undergraduate Student Government.

- H.** The enumeration in this Section of certain rights shall not be construed to deny or disparage others retained under law by all Clubs, Organizations, and entities or the students. The Senate shall have power to enumerate and define those rights retained under law consistent with all articles in this Constitution.
- I.** No club, organization, or entity shall be denied the right to engage in the free exercise of religion or politics; or of the right to the freedom of speech, or of the press; or the right to peaceably assemble, and to petition any Government for a redress of grievances in accordance with established University policies. These rights are guaranteed to all clubs, organizations, or entities recognized by the Undergraduate Student Government.
- J.** Published, broadcast, electronic or otherwise distributed media on behalf of any club, organization, or entity recognized by the Undergraduate Student Government shall be acknowledged and treated as a product of free speech, guaranteed to all people under the New York State and United States Constitutions. Such speech, press, or media shall be granted the same rights given to student media regardless of viewpoint.
- K.** The Undergraduate Student Government may not make any attempt to control or enforce unconstitutional powers on a club, organization, or entity. This includes all matters of free speech, expression, message content, viewpoint, and press distribution.

Article III: EXECUTIVE BRANCH

Section 1 Executive Council

The Executive Board of the Undergraduate Student Government shall be known as the Executive Council.

A. Membership

- 1.** The voting members of the Executive Council are:
 - a. President
 - b. Executive Vice President
 - c. Treasurer
 - d. Vice President of Communications and Public Relations
 - e. Vice President of Student Life, Programming and Activities
 - f. Vice President of Clubs and Organizations

- g. Vice President of Academic Affairs
- h. Class Representatives
 - i. Freshman
 - ii. Sophomore
 - iii. Junior
 - iv. Senior

2. Ex-officio members:

- a. A Faculty Advisor, selected jointly by the President, the President Pro Tempore, and the Chief Justice.
- b. Executive Director of the Undergraduate Student Government.

B. Voting Members Qualifications

- 1. The President, Executive Vice President and Treasurer – before placement on the ballot, candidates must be full-time matriculated undergraduates with sophomore or higher standing, must be a member of the Undergraduate Student Government, must have attended Stony Brook for at least two semesters, and must be in good academic standing with minimum grade point averages of 2.75. The same criteria must also be maintained during their term of office.
- 2. All other members of the Executive Council - before placement on the ballot and taking office, candidates must be full-time matriculated must be a member of the Undergraduate Student Government and except for the freshmen class representative, must have attended Stony Brook for at least one semester, and must be in good academic standing with minimum grade point averages of 2.5. The same criteria must also be maintained during their term of office. The class representative senators shall serve as voting members of the Undergraduate Student Government Activities Board.

C. Candidacy Period, Election and Term of Office

1. Candidacy Period

- a. All candidates must go through a series of leadership workshops relevant to the positions they are seeking before being placed on the ballot for elections.
- b. The Faculty Advisor, the Executive Director and the Elections Board shall coordinate the leadership workshops. An outside office/department may be utilized to help facilitate the workshops.

2. Elections

- a. The voting Members of the Executive Council shall be elected before the last day of classes in the Spring semester, except for the Freshman Representative who shall be elected by October 31st.
- b. Members of the Executive Council are elected by a simple majority (fifty percent plus one) of votes cast for that position in the Undergraduate Student

Government general elections. In the event that no candidate receives a simple majority of the votes cast, then a run-off election shall be held between the top two candidates. Procedures for elections are further detailed in the Election Board Bylaws.

- c. As indicated on the ballot, the duly elected President shall serve as the elected Stony Brook Council Representative in the year there is to be an undergraduate representative to the Stony Brook Council.
- d. Vacancy
 - i. In the event that the seat of any officer shall become vacant, except the President, before or on October 31st, the Student government shall conduct an election to fill the vacant seat.
 - ii. In the event of a vacancy of the seat of any officer, except the President, after October 31st, the President shall appoint a new officer within two weeks of the occurrence of the vacancy to serve out the unexpired term.
 - iii. The vacant seat of the President shall be filled by the Vice President. The seat of the Vice President shall then become vacant and must be filled by the procedures mentioned in subsections i. and ii.

3. Terms of Office

- a. The term of office for the elected officers shall begin from the end of the Spring semester, and shall continue until the end of the following Spring semester.
- b. The elected officers shall maintain good academic standing, as defined under Article III, Section 1. B. 1., throughout their term of office.
- c. All officers must fulfill the minimum of fifteen hours of service each week, and said office hours must be publicly posted.
- d. All Executive Council officers shall be awarded a flat stipend for their services and the award should amount to no less than the minimum wage per hour.
- e. Stipends are paid only for the first fifteen hours of work per week.

D. Meetings

- 1. All meeting of the Executive Council must adhere to the New York State Open Meetings Law.
- 2. The Executive Council shall meet at least once every two weeks.
- 3. The President may also call meetings, whenever any member deems necessary, providing that those meetings adhere to the New York State Open Meetings Law.
- 4. Quorum is necessary for all Council meetings to be official. Quorum shall be defined as a simple majority of elected seats.

E. Executive Council Members Duties and Responsibilities

1. President

- a. Shall be the Chief Executive of the Undergraduate Student Government.
- b. Shall be ultimately responsible for ensuring that the Undergraduate Student Government is operating properly and according to established legislation.
- c. Shall ensure that all the Undergraduate Student Government agencies are fulfilling their created purpose.
- d. Shall be the official representative and spokesperson of the Undergraduate Student Government both inside and outside Stony Brook University.
- e. Shall supervise the execution of the legislation of the Undergraduate Student Government, and conform to established policies and procedures to carry out this task.
- f. Shall receive the names and qualifications of nominees for Parliamentarian from the University Ombudsperson. Shall appoint a Parliamentarian for the Senate, subject to the approval of the Senate, by the second Senate meeting of the Fall semester. The Parliamentarian shall not be a present student at Stony Brook University.
- g. Shall have the power to veto any bill of the Senate according to the procedure provided for in Article IV, Section 1.C.4.
- h. Shall make all appointments within the Undergraduate Student Government in consultation with the President Pro Tempore of the Senate.
- i. Must consult with the Executive Council in the fulfillment of the powers and duties outlined above.
- j. Shall be a voting member of the Executive Council.
- k. Shall make at least one written scheduled report per semester to the Senate and the Student Body on the state of the USG.
- l. Shall ensure that the Undergraduate Student Government is adequately staffed with professional employees and shall be the official supervisor of the support staff on behalf of the Executive Council, unless otherwise noted.
- m. Shall be a non-voting member of the Senate.

2. Executive Vice-President

- a. Shall assume the duties of the President in her/his absence.
- b. Shall assist the President in coordinating the operations of the Executive Branch.

- c. Shall represent the President on occasions designated by the President.
- d. Shall be the Chair and set the agenda for Senate meetings.
- f. Shall fulfill those powers and duties delegated to him/her by the President.
- g. Shall work closely with the Executive Director of the Undergraduate Student Government.
- h. Shall have the responsibility for all official records and correspondence of the Executive Council, the Senate and the Undergraduate Student Government shall be the responsibility of the Executive Vice President.
- i. In conjunction with the Executive Director, the Executive Vice President shall coordinate the clerical and administrative services of the government, to include the recruiting, training, and development of administrative and clerical staff and services.
- j. Shall coordinate all Presidential appointments, unless otherwise stipulated.
- k. Shall work closely with the Executive Director in the area of human resources and its development.

3. Treasurer

- a. Shall be the Chief Budgetary Officer of the Undergraduate Student Government.
- b. Shall be responsible for all budgetary/fiscal matters of the Undergraduate Student Government.
- c. Shall be a voting member of the Executive Council.
- d. Shall be responsible for the preparation of the annual budget of the Undergraduate Student Government.
- e. Must submit a report on the state of the finances of the Undergraduate Student Government to be presented to the Senate at least once each semester. Such report should also be disseminated to the student body, with the assistance of the Vice President of Communications and Public Relations.
- f. Shall chair the Senate Budget Committee.
- g. Shall ensure that the Undergraduate Student Government monies are not mishandled and shall review any Undergraduate Student Government operation whenever he/she determines that such an audit is necessary.
- h. Shall make certain that a strict inventory is kept on all furniture, equipment, etc. of the Undergraduate Student Government. All capital assets and equipment purchased/ owned by fee funded groups are part of the inventory for which the treasurer has responsibility.

- i. Shall communicate to all the Undergraduate Student Government funded groups' treasurers of any changes in budgetary policies and procedures. Such communication is to be done with the assistance of the Vice President of Communications and Public Relations.
- j. Shall work closely with the designated custodial and disbursement agent in expending the Student Activity Fee.
- k. Shall hire the necessary student staff to assist in the fulfillment of her/his roles.
- l. Shall be a non-voting member of the Senate.

4. Vice President of Communications and Public Relations

- a. Shall be responsible for all communications or the dissemination of information within the Undergraduate Student Government. The foregoing includes the dissemination of information to the members of the Undergraduate Student Government and/or its recognized groups.
- b. Shall record and distribute the minutes of the Executive Council meetings.
- c. Shall review and distribute the Senate minutes in cooperation with the Senate Recording Secretary.
- d. Shall be in charge of public relations of the Undergraduate Student Government.
- e. Shall fulfill those powers and duties delegated to him/her by the President.
- f. Shall set up an Office of Communications to assist in the fulfillment of her/his roles.
- g. Shall be the chair of the Bureau of Media Groups, and shall facilitate and, if necessary, coordinate the activities of that group.
- h. Shall be a non-voting member of the Senate.

5. Vice President for Student Life, Programming and Activities

- a. Shall be responsible for addressing student life issues.
- b. Shall organize any task force, committees, or ad hoc positions necessary to assisting in addressing student life issues.
- c. Shall work closely with the Office of the Vice President for Student Affairs to further understanding of the current issues affecting student life. Shall be the Undergraduate Student Government liaison to that office.
- d. Shall sit on any Undergraduate Student Government and/or University committee to address student life issues.

- e. Shall be the chief programming officer of the Undergraduate Student Government. Shall therefore oversee the Student Activities Board of the Undergraduate Student Government.
- f. Shall advise the Executive Council and the Senate on policy or legislative initiatives that will help enhance programming on campus.
- g. Shall be the Undergraduate Student Government representative on any committees formulated to address programming issues on campus.
- h. Shall work closely with the Student Union and Activities Office to formulate policies in accordance with the optimal support for student planning and activities.
- i. Shall ensure that diversity is reflected in the programs and activities organized under the student activity fee, and that all programs and events are open to the entire student body.
- j. Shall be the chair of the Bureau of Programming Groups, and shall therefore coordinate the activities of that Bureau.
- k. Shall be a non-voting member of the Senate.

6. Vice President for Clubs and Organizations

- a. Shall strive to ensure that the Undergraduate Student Government recognized groups abide by the policies and procedures of the University and/or the Undergraduate Student Government. Shall therefore communicate changes in policies to the recognized groups.
- b. Shall act as a liaison between the Undergraduate Student Government, and its recognized student groups, thus ensuring a strong working relationship.
- c. Shall meet with all club/organization Presidents at least once per semester.
- d. Shall ensure the continuous training and development of Club's and Organization's officers.
- e. Shall be a non-voting member of the Senate.

7. Vice President of Academic Affairs

- a. Shall coordinate all Undergraduate Student Government operations in the area of academic policy.
- b. Shall be the Undergraduate Student Government representative on all University policy-making bodies that have jurisdiction undergraduate academic affairs. Shall find alternative or additional student representation when needed.
- c. Shall be the Undergraduate Student Government liaison to faculties and the administration.

- d. Shall create and maintain policies that will ensure that the Undergraduate Student Government is effectively responding to academic issues affecting its undergraduate membership.
- e. Shall ensure that faculty members that are making strong contributions to student development, inside and outside the classroom, are recognized for this.
- f. Shall be the chair of the Bureau of Academic Groups and shall therefore coordinate the activities of that Bureau.
- g. Shall be a non-voting member of the Senate.

8. Class Representatives

- a. The following class representatives shall be responsible for representing the classes' interests to the Undergraduate Student Government, to plan appropriate programs to meet the needs of their constituents and shall chair the appropriate Bureaus groups, as follows:
 - i. Senior Class Representative- Bureau of Cultural Groups.
 - ii. Junior Class Representative- Bureau of Service Groups.
 - iii. Sophomore Class Representative- Bureau of Advocacy Groups.
 - iv. Freshman Class Representative- Bureau of Athletic Groups.
- b. Shall serve as non-voting members of the Senate.

F. Duties and Responsibilities of the Executive Council.

1. In the interest of the Undergraduate Student Government members, to promote and sponsor a range of social, cultural, educational and service programs.
2. To further the benefits and privileges of the undergraduate student body at Stony Brook.
3. To ensure that the Student Activity Fee is properly allocated and disbursed in accordance with Chancellor's guidelines, University Policy and considerations of fiscal prudence.
4. To act as a liaison between the students and Administration.
5. To develop additional measures to fulfill all policies, procedures, and legislation of the Undergraduate Student Government.
6. Shall delegate additional duties to already established agencies of the Undergraduate Student Government, unless otherwise stated in the Constitution or General Bylaws of the Undergraduate Student Government.
7. To review and approve, by two-thirds vote of filled seats, any agency operations manual.
8. May, at their discretion, hire and maintain a professional staff to assist them in the administering of the Student Activity Fee, overseeing the daily functions of the organization, and maintaining a student friendly environment. Said staff hiring must

adhere to the AA/EEO standards. All personnel issues are deemed administrative and therefore within the realm of the Executive Council. Any termination or other decisions regarding professional staff must be decided by a simple majority vote of filled seats of the Executive Council. All full-time professional staff are to be contracted for a period not exceeding 2 years, subject to renewal as specified in the bylaws.

Section 2 REPRESENTATIVES TO OTHER ORGANIZATIONS

A. Faculty Student Association Representatives

1. There shall be three student representatives on the Board of Directors of Faculty Student Association. One representative shall be a member from the Executive Council of the Undergraduate Student Government designated by the President of the Undergraduate Student Government. The other two representatives shall be elected from the Senate according to the FSA bylaws, provided that one of the three is a commuter student and one is a resident student.
2. They shall represent the undergraduate student concerns before FSA that specifically relates to the functions of that corporation.
3. They shall act as the Undergraduate Student Government liaison to FSA.
4. Terms of office of the representatives shall be two academic years starting with the Fall Semester following the election.

B. State University of New York Student Assembly Delegates

1. The New York Student Assembly consists of representatives from all the SUNY campuses.
2. Each SUNY campus is allotted one delegate one vote for every 4,000 full-time students during a meeting of the NYSSA.
3. The President of the Undergraduate Student Government shall be one of the delegates to the New York State Student Assembly.
4. The President shall appoint respectively, with 2/3 approval of the Senate, one additional delegate from the Executive Council, one from the Senate, and one from the Judiciary.
5. NYSSA Delegates shall represent the needs and concerns of the Undergraduate Student Government members to the elected representative of NYSSA, who holds a seat on the board of Trustees.

C. Stony Brook Council Representative

1. In fulfilling the requirement of New York State Education Law, the President of the Undergraduate Student Government, by the authority vested in him/her by the election shall also serve as the undergraduate representative on the Stony Brook Council, as indicated on the election ballot, on alternate years when this position is not filled by a graduate student.

2. The representative shall serve from July 1st to June 30th, following the election.
3. The President shall provide a report to both the Executive Council and the Senate on the proceedings of the Stony Brook Council meetings as soon as practical after each Stony Brook Council meeting.

Section 3 Undergraduate Student Government Agencies

- A. The Undergraduate Student Government shall create agencies to fulfill the following functions:
 1. The President may create agencies within the Undergraduate Student Government, according to established legislation.
 2. An agency may be independent, quasi-independent, or joint.
 - a. An independent agency is one that is not aligned with the Legislative or Executive Branch of the Undergraduate Student Government. There is limited reporting to either branch, but the President is ultimately responsible for ensuring that agencies under this category are functioning properly.
 - b. A quasi-independent agency reports to the President. The President is responsible for ensuring that all agencies under this category fulfill their duties and responsibilities. The Executive Vice President may be delegated the supervision of these agencies.
 - c. Joint agencies are agencies created both by the President and the Senate, and should be defined as such. The President is responsible for the proper functioning of these agencies. The agencies should also submit reports to the Senate, at least once per month, regarding their duties and responsibilities.
 3. The chairs of all agencies shall, except for the Vice Presidents who serve as heads of agencies, be appointed by the President and approved by the Senate, by majority vote.

B. Agencies

1. The Elections Board

The Elections Board, an independent agency, shall ensure that all elections within the Undergraduate Student Government are operated properly and fairly, according to established legislation, policies, and procedures.

2. Undergraduate Student Government Activities Board

The Undergraduate Student Government Activities Board, a quasi-independent agency, shall provide quality programs and events on behalf of the Undergraduate Student Government, and shall ensure that the Undergraduate Student Government and its respective organizations are doing the same.

- a. The Vice President for Student Life, Programming and Activities, and the Board shall ensure that diversity is reflected in the programs provided by the Board, taking special account of the needs of the various cultural and special interests clubs and organizations.

- b. In its programming the Board shall take special account of the needs and desires of the various cultural and other special interests clubs and organizations on campus.
- c. The Board shall form a Committee on Cinematic Arts (C.O.C.A) that shall provide film services to the undergraduate student body in accordance with the duly established Student Activities Board by-laws.

3. Audio/Visual Board

Audio Visual, a quasi-independent agency, shall provide audio and visual services to the Undergraduate Student Government and clubs/organizations.

4. Undergraduate Student Government Events Management Staff

The Undergraduate Student Government Events Management Staff, a quasi-independent agency, shall provide events management services to the Undergraduate Student Government and clubs/organizations.

5. Stony Brook University Television

Stony Brook University Television, a quasi-independent agency, shall provide media services to the Undergraduate Student Government and its members.

6. Specula

Specula, a quasi-independent agency, shall provide yearbook services to the Undergraduate Student Government and its membership.

7. Special Services Council

The Special Services Council, a joint agency, shall review and approve/disapprove groups seeking the Undergraduate Student Government recognition. The Special Services Council may also provide, on request, additional funding to individuals, clubs or organizations for special events.

- a. The approval given by Special Services Council shall be considered as probationary recognition. Probationary recognition shall last for a minimum period of one academic year, during which the group will get its funding from the Special Services Council budget. Clubs and organizations may appeal the decision of the Special Services Council according to procedures defined in the Special Services Council operations manual.
- b. Groups may request full Undergraduate Student Government recognition from the Senate after their minimum probationary period. A two-thirds affirmative vote of the filled seats of the Senate is required for full student government recognition upon recommendation from the Special Services Council. Upon full recognition such an approved group will be granted a position on the line budget.

C. General Duties and Responsibilities

1. Agencies are to perform according to the specific purpose for which they were established.
2. May recommend to the Executive Council possible revisions to their respective operations manual.
3. Specific duties and responsibilities are set in each agency's operations manual. Those operations manuals are considered a part of the Executive Council policies and procedures.
4. The Executive Council may delegate additional duties and responsibilities to the agencies, unless otherwise stated in the Undergraduate Student Government Constitution or General Bylaws.

Article IV: LEGISLATIVE BRANCH

Section 1 Senate

A. Membership

1. The Executive Council
 - a. The Executive Council members, except the Executive Vice-President, are non-voting members of the Senate with full speaking privileges. They shall be included in all executive sessions unless the session is for the purpose of assessing a prospective disciplinary action against a particular member of the Executive Council at which time that member will be excluded.
 - b. The Executive Council members, who chair the various Bureaus, shall represent those Bureaus under their responsibility in the Senate as non-voting members.
 - c. The Faculty Advisor and Recording Secretary shall serve as non-voting members with limited speaking rights, in the Senate.
 - d. The Executive Council Members who are chairs of the Bureaus shall be voting members of the relevant Budget Committee.
2. The Senate shall be presided over by the Chair who shall be the duly elected Executive Vice President. The newly elected Senate during their first official meeting shall select a President Pro Tempore and a Recording Secretary, and both officers must be present for the next Fall semesters. The President Pro Tempore shall preside over the Senate in the absence of the Chair. In the absence of both the Chair and the President Pro Tempore, the Senate shall not be permitted to hold a meeting.
3. The remaining senate membership shall be elected by the following method.
 - a. The President or her/his designee of the Commuter Student Association shall be the senator representing the Commuter Student Association.
 - b. The President or her/his designee of the Residence Hall Association, an independent student association, shall be the senator representing the Residence Hall Association.

- c. Twenty representatives elected from each of the following Colleges, in proportion to the number of undergraduates in each college. Each College is to have at least one representative.
 - i. Health Science Center Undergraduates
 - ii. College of Engineering and Applied Sciences
 - iii. College of Arts and Sciences (including students not enrolled in any of the above listed Colleges)

B. Election and Term of Office

- 1. Elected senators shall be elected in the following manner:
 - a. Senators receiving the highest total number of votes from their constituency shall be elected to the Senate.
 - b. Should seats be vacant on or before October 31st, the Student Government shall conduct an election to fill the vacant seat(s).
 - c. Should the seat(s) be vacant after October 31st, the President of the Student Government and the President Pro Tempore of the Senate shall appoint the remaining membership.
- 2. Senators shall be elected before Spring Commencement for the next academic year. The term of a Senator shall be from the beginning of the Fall Semester until the end of the Spring Semester of the academic year, with the exception of the President Pro Tempore, who shall serve until the beginning of the following Fall semester when a new President Pro Tempore is elected. Senators who have filled vacancies shall serve until the end of the Spring Semester.
- 3. Senators must be matriculated undergraduates, must be a member of the Undergraduate Student Government, and must be in good academic standing with minimum grade point averages of 2.5 and a minimum of 6 class credits each semester. These criteria must be maintained during their term of office.
- 4. Senators may only represent one constituency in the Senate as defined in Article IV, Section 1A.
- 5. Prospective Senators must intend to be a student of the University for the full school year during the term of office.
- 6. The Elections Board of the Undergraduate Student Government, with the assistance of the Executive Vice President, shall ensure that the all of the above is properly adhered to.

C. Duties and Responsibilities of the Senate

- 1. The primary role of the Senate is promulgate legislation beneficial to and in the best interest of the University's Student population, and to work closely with the Executive Council to ensure that legislation is properly implemented.

2. The Senate shall have the power to write legislation by a simple majority vote of the filled seats of the Senate. Senate legislation shall include, but not be limited to, any by-laws of the Executive Council, the Senate, or Judiciary.
3. A student or undergraduate entity, may call for a special bill to be brought to the floor of the Senate by presentation to the Chair of the Senate of a petition containing the signatures of not less than 1% of the total membership of the Undergraduate Student Government.
4. Every bill which shall have passed the Senate shall, before it becomes a law, be presented to the President following the adjournment of the Senate meeting which passed it; if he or she approve, he or she shall sign it; but if not, he or she shall return it, with his or her objections, to the Senate, who shall enter the objections at large on their journal, and proceed to reconsider it. If any bill shall not be vetoed by the President by its next scheduled meeting of the semester, the same shall be a law, in like manner as if he had signed it, unless the Senate by their adjournment prevent its veto, in which case it shall not be a law. The Senate may override a Presidential veto of legislation by a two-thirds vote of those present. This must be done within two consecutive meetings after the veto has been announced. The vetoed bill will appear under old business on the agenda, with "Presidential Veto Exercised" next to it.
5. Any Senate decision to override the veto can be overturned by a simple majority vote of the ballots cast in a general election.
6. The Senate shall have the power to write resolutions, which shall be enacted by a simple majority vote. A resolution shall be defined as an expression of the will of the Senate; it is not binding, and cannot be vetoed.
 - a. Simple resolutions may be enacted on issues of importance to the undergraduate student body in regards to academic policy, student rights, and student welfare.
 - b. The Senate may review any policy or procedure enacted by the Executive Council. The Senate may enact "force resolutions" relevant to those policies and procedures, to express its approval or disapproval. A "force resolution" is an expression of the will of the Senate about any policies and procedures enacted by the Executive Council. It outlines to the Executive Council the Senate's will and why it is for or against those policies and procedures. Since a resolution is not generally binding, policies and procedures may only become void if they violate legislation. That violation, if any, should be clearly expressed in the resolution. Policies and procedures of the Executive Council shall include any operations manual of agencies within the Undergraduate Student Government.
7. Shall create ad hoc positions, task forces, and committees to take action on issues of importance to students.
8. Shall review the operations of all organizations recognized and funded by the Undergraduate Student Government.
9. Shall review and approve, by two-thirds vote of filled seats, the budget of the Undergraduate Student Government.

10. Shall approve or disapprove clubs/organizations requests for additional funding, taking into account relevant recommendations from the Budget Committee. All additional funding requests must first go to the Budget Committee, which then makes recommendations to the Senate whether to approve or disapprove.

D. Duties and Powers of the Senators

1. All duly elected senators must complete a training of parliamentary procedures and other relevant leadership skills prior to the first meeting of the Senate.
2. Shall investigate and represent the concerns and opinions of the constituency he/she represents. The Senator shall bring those concerns to the Senate to be addressed appropriately.
3. Shall participate in the functions and responsibilities of the Senate including, but not limited to, Senate meetings, a minimum of two office hours, standing committees, and budget subcommittee meetings.
4. Voting members of the Senate must serve on at least one budget subcommittee and one of the standing committees for the duration of their term.
5. Shall present a brief verbal report to the Senate at least once a month. Only one Senator from the same constituency shall make such a report, with all others submitting a written report to the Chair of the Senate.
6. The class representative senators shall serve as voting members of the Undergraduate Student Government Activities Board.

E. Meetings

1. The Senate shall meet at least twice per month during Fall and Spring semesters with exceptions for Summer semester, vacations and breaks.
 - a. A quorum is necessary for any meeting to be conducted. A quorum shall be defined as the presence, in person or by written, signed and validated proxy, of a simple majority of the filled voting seats of the Senate.
 - b. All meetings shall be held in accordance with the New York State Open Meetings Law.
2. The Executive Vice President of the Undergraduate Student Government, the Chair, shall preside over the Senate. The Chair may only vote to break a tie. In the absence of the Chair, the President Pro Tempore shall preside over the Senate.
 - a. The President Pro Tempore shall be annually elected by the second Senate meeting of the Fall semester by a simple majority vote of filled seats. The President Pro Tempore shall be elected from among the current Senators.
 - b. Powers Reserved to the Chair:
 - i. The Chair has the final say on any procedural issue in the chamber, and the right to make decisions on matters of procedure. The only power

denied to the Chair is to reject a Motion to Appeal the Decision of the Chair, after it has been seconded.

- ii. All meetings of the Senate shall conform with Robert's Rules of Order, which includes that a Parliamentarian always be present, as specified in Article III, Section 1.E.1.f.
- iii. All procedural decisions of the Senate shall be enforced by a Sergeant at Arms, as outlined in the bylaws.
- iv. The Chair shall designate (subject to the unanimous consent of the Senate) a time for the training of all senators on Robert's Rules of Order before the first meeting of the Senate. Senators not in compliance with this order will relinquish their voting rights until said compliance is achieved.

F. Committees

1. There shall exist two types of committees within the Senate as follows:

a. **Standing Committees:**

- i. These committees are permanent Committees.
- ii. Members of these committees shall be appointed according to a process developed by the Executive Vice President and the President Pro Tempore.
- iii. All proposed legislation must first go through a relevant Standing Committee before the Senate votes on that legislation.
- iv. The following Standing Committees shall exist within the Senate.
 - 1. Legislative Review Committee
 - 2. Academic Affairs Committee
 - 3. Elections Committee
 - 4. Programming and Activities Committee
 - 5. Rules Committee
 - 6. Referendum Standards Committee
 - 7. Budget Committee
- v. New Standing Committees can be established within the Senate through the amendment procedure stated in Article XI.
- vi. The duties and responsibilities of all the above committees are given in the General Bylaws of the Undergraduate Student Government.

b. **Ad-hoc Committees**

- i. These committees are appointed for a limited purpose and time, not to exceed one academic semester.
- ii. Ad-hoc committees can be established by a simple majority vote of the Senate.

Article V: JUDICIAL BRANCH

Section 1 Structure

- A. The Judicial Branch shall be known as the Judiciary.
- B. There shall be two levels of courts; they shall be known as the Supreme Court and the Judicial Council.

Section 2 Supreme Court

A. Appointment of Justices

- 1. The President shall nominate and appoint the Justices subject to confirmation by a simple majority of those present and voting at the Senate, except the Chief Justice, who shall require a two-thirds majority of those present and voting to be confirmed.
- 2. Appointments should be made before the Spring Commencement for the next academic year.
- 3. In addition to the Chief Justice, there shall be six Associate Justices.

B. Criteria for the Justices

- 1. The Justices shall be full-time, matriculated students.
- 2. The Justices shall have and maintain a minimum GPA of 2.5 at the time of nomination and during their term of office.

C. Term of Office and Appointment

- 1. The term of office for the Chief Justice shall be one academic year from the day he/she is approved by the Senate.
- 2. The term of office of the remaining six Justices shall be two academic years from the day they are approved by the Senate.
- 3. All justices shall be appointed at least two weeks prior to the end of the term of the Justice he/she is replacing.
- 4. Nominations to fill all vacancies in the Judiciary shall be made within fifty days.

D. Duties and Powers of the Supreme Court

- 1. The Supreme Court shall have jurisdiction over all interpretations of this Constitution, all legal issues arising of impeachment of Senate members and Executive Council members, all matters between the Executive Council and the Senate and all appeals from the lower court.
- 2. The Supreme Court shall have the power to review any legislation brought before it in order to determine whether or not it is in accordance with this Constitution. The Supreme Court's decision on any legislation, policy or procedure is final.

3. To bring a case before the Supreme Court, an individual must have standing. Standing is defined as being a member of the Senate or the Executive Council, or a member of the Undergraduate Student Government directly affected by the issue being brought to trial.
4. Those issues limited to hearings of the Supreme Court are as follows:
 - a. Elections
 - b. Impeachment
 - c. Student Activity Fee
 - d. All other issues of substance arising

Section 3 Judicial Council

A. Duties and Powers of the Judicial Council

1. The Judicial Council shall consider those cases arising from issues not reviewed by the Supreme Court.
2. The President shall appoint three Judges subject to confirmation by two-thirds of the filled seats of the Senate.

Section 4 Meetings

- A. All hearings of the Judiciary shall be in accordance with the New York State Open Meetings Law.
- B. A quorum of Judiciary meetings shall be defined as a simple majority of filled seats.
- C. There shall be written records of all decisions agreed on by the Judiciary.

Article VI: CLUBS AND ORGANIZATIONS

Section 1 Constitution

- A. Each Club and Organization shall establish a constitution subject to the review of the Judiciary.

Section 2 Duties and Powers of Clubs and Organizations include, but are not limited to the following.

- A. To inform their constituents of relevant University wide issues.
- B. The officers of the Clubs and Organizations shall be responsible for addressing the concerns of their constituents, and when necessary forwarding those concerns to the Executive Council.
- C. To appropriate monies granted to the Club or Organization by the Undergraduate Student Government.

Section 3 Clubs and Organizations Bureaus

- A. Each Club and Organization shall belong to one of the following Bureaus:

- i. Bureau of Cultural Groups
- ii. Bureau of Athletic Groups
- iii. Bureau of Media Groups
- iv. Bureau of Academic Groups
- v. Bureau of Advocacy Groups
- vi. Bureau of Programming Groups
- vii. Bureau of Service Groups

B. The Bureaus shall be represented in the Senate by the appropriate Executive Council member as non-voting members with full speaking powers as follows:

- i. Vice President of Academic Affairs—Bureau of Academic Groups
- ii. Vice President of Communications—Bureau of Media Groups
- iii. Vice President of Student Life, Programming and Activities—Bureau of Programming Groups
- iv. Freshman Representative—Bureau of Athletics Groups
- v. Sophomore Representative—Bureau of Advocacy Groups
- vi. Junior Representative—Bureau of Service Groups
- vii. Senior Representative—Bureau of Cultural Groups

Article VII: BUDGET PROCESS

Section 1

- A.** The Treasurer of the Undergraduate Student Government shall initiate the annual budgetary process of the Undergraduate Student Government. The budgetary process is outlined in detail in the financial policies of the Undergraduate Student Government.
- B.** The process shall begin no later than November 15th of the Fall Semester and end no later than April 30th of the Spring Semester.
- C.** The Treasurer shall be the Chair of the Budget Committee of the Undergraduate Student Government. This committee shall be in charge of coordinating the budget process and producing a draft annual budget with the Treasurer. The draft annual budget shall be submitted to the Senate for approval.
- D.** The Budget Committee must set up Budgetary Hearings with the clubs and organizations before it decides on a draft budget. The Office of the Treasurer shall schedule such hearings.
- E.** The Senate may modify the proposed annual budget of the Undergraduate Student Government, prior to its approval. The approval shall be completed by April 15th of the Spring Semester.
- F.** The approved budget by the Senate shall be submitted to the Vice President of Student Affairs for final approval.
- G.** Should the Senate be unable to meet or to complete its task by the stated deadline, the Executive Council shall proceed on behalf of the Senate.

- H. Deadlines regarding the budget process may be extended by upon recommendation of the Treasurer, approval by the Senate, and after consultation with the Vice President for Student Affairs.

Article VIII IMPEACHMENT

Section 1 Executive Council Members

- A. An Executive Council member may only be impeached by a three-quarters vote of the filled seats of the Senate.
- B. An Executive Council member who has been impeached shall be tried in the Supreme Court. The Supreme Court can remove the Executive Council member by a three-quarters vote of its filled seats.
- C. An Executive Council member may be impeached and removed for material violations of this constitution, legislation, policies or procedures of the Undergraduate Student Government, or a wrongful act of substance.

Section 2 Senate Members

- A. A Senate member may only be impeached by a three-quarters vote of the filled seats of the Executive Council.
- B. A Senate member who has been impeached shall be tried in the Supreme Court. The Supreme Court can remove the Senate member by a three-quarters vote of its filled seats.
- C. Senate members may be impeached and removed for material violations of this constitution, legislation, or policies or procedures of the Undergraduate Student Government, or a wrongful act of substance.

Section 3 Judiciary Members

- A. A Judiciary member may only be impeached by a three-quarters vote of the filled seats in both the Executive Council and the Senate.
- B. A Judiciary member may be impeached and removed for material violations of this constitution, legislation, or policies or procedures of the Undergraduate Student Government, or a wrongful act of substance.

Article IX: REFERENDA

Section 1 Initiation and Approval

- A. There shall be four types of referenda:
 - 1. Advisory Funding Referendum – referendum on the use of the Student Activity Fee, including whether a club/organization shall be budgeted money. Advisory funding referenda are not binding on the Undergraduate Student Government in accordance with the SUNY Chancellor’s Guidelines.
 - 2. Amendment Referendum – referendum dealing with amendments to the Constitution. This type of referendum is enumerated and shall be carried out in accordance with ~~in~~

Article XI, Section 1 of this Constitution. Amendment referenda are binding on the Undergraduate Student Government.

3. Student Activity Fee Referendum – referendum on the amount of the Student Activity Fee. This type of referendum may be placed on or removed from the ballot by two-thirds votes of those present at the Senate and the Executive Council, or by a petition of fifteen percent of the membership of the Undergraduate Student Government, and shall pass by a simple majority of votes cast at the ballot in a general election. Student Activity Fee referenda are binding on the Undergraduate Student Government.
4. Mandatory Student Activity Fee Question – Once every two years during the Spring election for President, the Undergraduate Student Government shall have a referendum on whether the Student Activity Fee shall be mandatory or voluntary in accordance with the SUNY Chancellor’s Guidelines. This type of referendum shall pass by a simple majority of votes cast at the ballot. A Mandatory Student Activity Fee Question may be held in addition to holding this type of referendum once every two years, provided that a two-thirds majority of those present at the Senate and the Executive Council agree, and such determination shall take effect for the following academic year. Mandatory Student Activity Fee Questions are binding on the Undergraduate Student Government.

- B. An advisory funding referendum may be placed, removed, replaced, or reinstated on the ballot by a simple majority vote of those present in of the Senate or the Executive Council, or by a petition of fifteen percent of the membership of the Undergraduate Student Government.

Article X: Summer Senate

Section 1 Membership

- A. The President of the Undergraduate Student Government and the President Pro Tempore of the Senate shall appoint 10 members to serve on the Summer Senate based on the proportionality guidelines previously noted under Article IV, Section 1. A. 3. c.:
 - a. Health Science Center Undergraduates
 - b. College of Arts and Sciences
 - c. College of Engineering and Applied Sciences

Section 2 Duties and Powers of the Summer Senate

- A. The Summer Senate shall meet at least once during each Summer session.
- B. All legislation passed by Summer Senate is only binding for the remainder of the Summer sessions.
- C. The Summer Senate shall approve the Summer budget by a two-thirds vote of the filled seats of the Summer Senate.

Section 3 Presiding Officer and Agenda

- A. The Executive Vice President of the Undergraduate Student Government shall be the Chair and set the agenda for Summer Senate meetings; in her/his absence the President Pro Tempore shall preside.

Article XI: AMENDMENT

Section 1 Adoption

- A.** An amendment may be initiated by either a petition of one-third of the Undergraduate Student Government or a two-thirds vote of the filled seats of the Executive Council and two-thirds of the filled seats of the Senate.
- B.** A two-thirds vote of the Undergraduate Student Government by referendum shall be required to adopt an amendment to this constitution.

Article XII: ADOPTION OF THIS CONSTITUTION

If ratified by a simple majority vote of the ballots cast in a general election of the Undergraduate Student Government, this constitution shall immediately take effect and supercede all previous constitutions of the Student Polity Association, Inc.