



# Constitution

Constitution of The SUNY Adirondack Student Association

Ratified 07.24.2012

## Constitution of

## The SUNY Adirondack Student Association

### Preamble

The Student Association of SUNY Adirondack was established to promote the general welfare of the student body and to stimulate interest in and support of those activities contributing to cultural, social, and physical improvement. It was established to promote a just College community, and to provide every student with the training and experience of a democratic government; we, the students of SUNY Adirondack, do hereby decree this Constitution as the official Constitution of the SUNY Adirondack Student Association.

### Article I

#### Name and Membership

##### Section 1

The name of the organization shall be the SUNY Adirondack Student Association, hereinafter referred to as the SA.

##### Section 2

All student duly registered at SUNY Adirondack are members of the SA, and are entitled to all benefits and privileges the SA may provide.

### Article II

#### The Student Senate and Its Membership

##### Section 1



The representative and governing body of the Student Association shall be known and referred to as the Student Senate, hereinafter to as the Senate.

## **Section 2**

The Senate shall be composed of the elected members of the SA who shall hereinafter be referred to as Senators and Officers of the Senate.

## **Section 3**

**A.** During the academic year, there shall be five (5) Freshman senator positions, five (5) Sophomore Senator positions, five (5) officers, as hereinafter define, one (1) Part-Time Student Senator, and one (1) elected CAB position, as defined in the CAB Constitution.

**B.** A Freshman Senator, and thus a member of the freshman class, shall be one who has completed less than 24 credit hours. A Sophomore Senator, and thus a member of the sophomore class, shall be one who has completed 24 or more credits.

**C.** Both Freshman and Sophomore Senators shall serve a one-year term, defined here as being the period from the day of election until a successor is appointed.

**D.** During the academic year there will be two (2) non-voting Senate Liaison positions; one (1) student liaison between Queensbury and Wilton campuses, and one (1) student liaison between SUNY Adirondack and SUNY Plattsburgh campuses.

## **Section 4**

**A.** No Officer or Senator can hold the same position for more than two years. (See Article 3)

**B.** No members of the Senate can hold a seat on Senate for more than two years. This includes the Part-Time Senator, the CAB Representative, and the Wilton and Plattsburgh Campus Liaisons.



## **Section 5**

- A.** Candidates for membership in any full-time position of Senate must take and accrue twelve (12) credit hours each semester during their term. Accordingly, each Senator or Officer must accrue a GPA of at least 2.0.
  
- B.** If a Senator or Officer does not accrue twelve (12) credit, while in term, a confidential meeting with the Dean of students, is required if the student desires to be able to continue in office. At the Dean's discretion, the senator in question will be allowed to present their case and explain extenuating circumstances that might explain why they did not accrue all credits.
  
- C.** If the Dean determines that the Senator in question does not qualify for the exemption, he or she will no longer be able to continue in their office. Senators or officers needing fewer credits to graduate are permitted to do so, and remain holding their seat.
  
- D.** A Part-Time Senator must carry from three (3) to eleven (11) credit hours per semester to remain eligible for his/her seat in the Senate.
  
- E.** Article II, Section 5, Part A, does not apply to any SUNY Adirondack student who does not have a GPA.
  
- F.** Article II, Section 5 Parts A through C and E applies to the CAB member of the Senate.

## **Section 6**

- A.** Each elected or appointed position shall complete a training session with the President of Senate and the Coordinator of Student Life to be completed within two weeks from the obtainment of the position.

## **Article III**

### **Election of Student Senators**

#### **Section 1**

- A.** Officers of the Senate shall be the President, Vice-President, the Student Trustee, the



Treasurer, and the Secretary.

- B.** The President, the Trustee, and the Treasurer shall be members of the sophomore class.
  
- C.** The President and the Treasurer shall serve one-year terms from the day of graduation to the following spring graduation.
  
- D.** The Student Trustee shall serve a one-year term from July 1 to the following June 30.
  
- E.** Anyone elected or appointed to a vacant position shall serve out the remainder of the positions term.

## **Section 2**

Elections of all Senate members are to be governed by the following regulations:

- A.** Elections and/ or appointments of all positions in the Senate shall be by secret ballot.
  
- B.** To have his/her name placed on the ballot. A candidate for office must qualify for membership according to Articles II and III, and must file an application with the Student Activities Office at least two days before the date of election.
  
- C.** Elections for all Officers, Senators, Part-Time Senator, and Liaisons shall be held no later than April.
  
- D.** If the President, Trustee, Treasurer, Sophomore Senators, and or Part-Time Senator or Liaisons who were elected in the spring are not attending SUNY Adirondack in the following fall semester, the position will be offered during the first general election of the new academic year.
  
- E.** In the event of extended or of extended incapacity on the part of the President for any reason, the Senate assumes the power and responsibility to appoint a temporary President of the SA until a special election by the student body is held, within 30 days of the vacancy occurring, or should the vacancy occur when the college is not in session within 30 days of the beginning of the next regular session.



- F.** Vacancies in Senatorial positions occurring between two general elections shall be filled by appointment by the President of the SA, providing that such appointments be confirmed by a two-thirds (2/3) vote of the Senate.
- G.** If vacancies occur in the office of Vice-President, Student Trustee, Treasurer, and/or Secretary between regularly scheduled elections, the president, or next in the line of succession, shall appoint someone to the vacant position providing that such appointments be confirmed by a two-thirds (2/3) vote of the Senate.
- H.** If a Senator is appointed to an Officer's position left vacant, the President of the SA will appoint a successor to fill that senator's unexpired term (appointing a Sophomore for a Sophomore Senator; appointing a Freshman for a Freshman Senator; appointing a part-time student for Part-Time Senator), providing that such appointments be confirmed by a two-thirds (2/3) vote of the Senate.
- I.** If a Senator runs for an Officer's position (as described above) and is not elected, that Senator shall retain his/her seat for the duration of his/her term.
- J.** The incumbent Senate and the Coordinator of Student Life shall organize and supervise election of all officers and Senators of the Senate. All duly qualified candidates shall be permitted to observe the counting of ballots.
- K.** Candidates receiving the pluralities of votes in any election to the Senate shall be declared elect.
- L.** Only students are eligible to vote in Senate elections. There shall be no legislation, denying or restricting the right of a part-time or full-time member of the student body to vote.

## **Article IV**

### **Powers and duties of the Senate**

#### **Section 1**



The Senate shall be the legislative and policy-making body of the SA, except where provided for by other parts of this Constitution. The Senate will generally be the official representative body of the SA, and in that capacity has the authority to consult with the faculty and administration of the college regarding matters affecting student affairs and welfare.

## **Section 2**

The Senate shall have the responsibility for the administration of student Activity Fee monies.

## **Section 3**

The above-mentioned funds shall be allocated to the SA Organization and accounts by an annual budget hearing held prior to April. Each organization will submit a description of the past and anticipated activities and monetary expenditures at a budget hearing. At the conclusion of these hearings, the Budget Committee will submit its final proposal at the next general meeting of the Senate.

## **Section 4**

The Director of Athletics will be held accountable for those funds allotted to the Intercollegiate Athletic Program. The Athletic Department must receive thirty-three (33) TO forty (40) percent of the total Activity Fees of the following year. The Athletic Department must follow the same procedure mentioned in Article IV, Section 3.

## **Section 5**

From the Student Activity Fees collected by the College, \$6.00 per full-time student and \$0.50 per credit hour for each part-time student will be deducted each semester and transferred by the College to the Faculty Student Association to help fund the SUNY Adirondack Child Care Center.

## **Section 6**

**A.** All monies from Student Activity Fees may be used only for purposes consonant with the social, educational, and cultural needs of the entire SUNY Adirondack community.

**B.** All Organizations or activities which receive such funds may be required to account for those



funds or expenditures.

## **Section 7**

Among those powers, not by way of limitation, that the Senate shall have are:

- A.** The power to charter student organizations, to allocate funds from Activity Fees to those organizations, and to coordinate their activities, with in the policies of the State University of New York, SUNY Adirondack, and the SA. Should a student organization violate a policy of the State University of New York, SUNY Adirondack, or the SA, the Senate shall have the power to revoke the organization's charter.
  
- B.** The powers to initiate, undertake, or support any project or activity, which, in its opinion, will serve the general interest of the College, the SA, or the community.
  
- C.** The power to enter into any inter-collegiate organization or associations, which, in its opinion, will serve the students in a positive manner.
  
- D.** The power to conduct investigations and studies, employ technical advice, appoint committees, commissions, and boards in order to further its legislative functions.
  
- E.** The power to enact, amend or rescind bylaws, and all necessary rules and regulations for its own conduct and procedures by majority vote of the Senate.
  
- F.** The power to override a decision of any committee by a majority vote of the Senate.
  
- G.** The power to impeach from office any of its officers or members whose conduct and general College record discredits the Senate.
  
- H.** Actions for impeachment may be initiated by:
  - 1.** A petition to the Dean for Student Affairs containing the signatures of twenty-five percent (25%) or more of the members of SA, or a request by two-thirds(2/3) of the total Senate for impeachment.
  - 2.** During impeachment proceedings (See Appendix A), the Officer or Senator will maintain all duties and rights hereinafter defined. The removal of a Senator must be approved by four-fifths (4/5) of the total membership of the Senate. Such recommendation shall then become effective.



**I. Impeachment Procedure:**

- 1.** A letter of accusation must be submitted to the coordinator of Student Life and a Committee of at least 3 Senate members will be formed to review evidence against the Senator being accused.
  
- 2.** If evidence is deemed sufficient the committee will write a petition of the charges and present it to the entire senate.
  
- 3.** A written petition of the charges signed by two-thirds (2/3) of the Student Senate must be submitted to the faculty advisor/(s), Coordinator of Student Life, and the Dean for Student Affairs.
  
- 4.** The accused officer/member will be noticed at least one week in advanced, of the alleged violation(s) and the Senates' intent on conducting an impeachment hearing.
  
- 5.** The accused party may choose to waive his/her rights to an impeachment hearing by submitting a letter of resignation.
  
- 6.** The accused Senator shall be entitled to speak at the Senate impeachment hearing and they hold the right to have a representative of his/her choice to act as advocate.
  - i.** The accused shall have the right to present evidence relevant to the dismissal of the allegation(s).
  
  - ii.** The committee has the right to question the accuser and accused about all evidence provided.
  
- 7.** The accused officer/member is impeached with a four-fifths (4/5) vote of the Student Senate.
  
- 8.** The impeached Student Senator will be entitled to a written report that contains the findings and results of the impeachment hearing.
  
- 9.** The impeached officer/member may file an appeal within seven (7) business days with the Dean for Student Affairs.

**J. The Senate shall have the power to freeze and/or reallocate the funds of any SA organization or**





account, which become inactive or preforms malfeasance against the constitution, or any bylaws accepted by the SA.

**K.** Only members of the Senate may introduce legislation onto the Senate floor for debating and voting.

## **Article V**

### **Powers, Duties, and Order of Succession of the**

#### **Officers and the Members of the SA**

##### **Section 1**

**President:** The powers and duties of the President of the SA shall be as follows:

**A.** Preside over all meetings of the Senate.

**B.** Provide a written agenda for every Senate meeting and have a weekly written report of his/her activities.

**C.** With the advice and consent of the Senate membership, appoint the chair and members of all standing committees.

**D.** Call special meetings of the senate when necessary.

**E.** Represent the members of the SA at official College ceremonies and upon other occasions where such representation is appropriate.

**F.** Appoint members of delegations to all SA Inter-Collegiate Conferences or meetings. With approval of the SA.

**G.** Present Senate recommendations directly related to the College environment to the President of the College. Copies of such recommendations are to be filed with the Secretary of the SA.

**H.** Temporarily maintain any powers and duties the Senate deems necessary. Such powers and duties shall exist for a maximum of one semester and be approved by two-thirds (2/3) of the Senate.



- I.** In conjunction with the Coordinator of Student Life, be empowered to conduct any necessary Senate business when the College is not in regular session.
  
- J.** The President of the SA shall have five designated office hours per week while the college is in session during the Fall and Spring semesters.
  
- K.** In addition to the above mentioned duties the President shall represent SA and Senate in a manner consistent with the SUNY Adirondack Student Handbook and Code of Conduct.

## **Section 2**

**Vice-President:** The powers and duties of the Vice-President of the SA shall be as follows:

- A.** In the absence of the President, preside at Senate meetings.
  
- B.** In the event of extended incapacity on the part of the President for any reason, assume the powers and responsibilities of the President of the SA.
  
- C.** Provide a written, weekly report on his/her activities, to be filed with the Secretary of the SA.
  
- D.** Be the chairperson of the Constitution Revision Committee, voting on said Committee only when a tie exists, and Chair of the Inter-Club Council. He/She shall also be a member of any other committee to which he/she is appointed.
  
- E.** At least once every two (2) years review and/or revise the SA constitution.
  
- F.** Be the liaison between the Senate and all student organizations.
  
- G.** Be a voting member of the Senate.
  
- H.** The Vice-President of the SA shall have five designated office hours per week while the college is in session during the Fall and Spring semesters.



**I.** In addition to the above mentioned duties the Vice-President shall represent SA and Senate in a manner consistent with the SUNY Adirondack Student Handbook and Code of Conduct.

### **Section 3**

**Student Trustee:** The powers and duties of the Student Trustee shall be as follows:

**A.** Attend all Adirondack Community College Board of Trustee meetings.

**B.** Present a monthly written report about his/her activities, to be filed with the Secretary of the SA.

**C.** Be a member of the Constitution Revision Committee, and any other committee to which appointed.

**D.** Be a voting member of the Senate.

**E.** The Trustee of the SA shall have five designated office hours per week while the college is in session during the Fall and Spring semesters.

**F.** In addition to the above mentioned duties the Student Trustee shall represent SA and Senate in a manner consistent with the SUNY Adirondack Student Handbook and Code of Conduct.

### **Section 4**

**Treasurer:** The powers and duties of the Treasurer of the SA shall be as follows:



- A.** Be responsible for the administration of the Student Activity Funds, in accordance with the policies & procedures defined by the College Administration, the Senate, and Faculty-Student Association.
  
- B.** Maintain accurate records of the income, expenditures, and current balances of the Student Activity Fund.
  
- C.** Prepare a weekly Treasurer's Report and present it at the regularly scheduled Senate meetings.
  
- D.** Copies of this report shall be filed with the Dean for Student Affairs and the Secretary of the SA.
  
- E.** Investigate expenditures or allocation of monies from the Student Activity Fund.
  
- F.** May require all student organizations or activities, which receive student activity funds to submit a full monthly Treasurer's Report for his/her inspection.
  
- G.** Be a voting member of the Senate.
  
- H.** Be the chairperson of the Budget Committee.
  
- I.** Report to the Senate uses of the monies of the Student Activity Fund by a student organization that conflict with the policies set by the State University of New York, the College, and the Senate.
  
- J.** Interpret all policies directly relating to the use of the Activity Fees.
  
- K.** The Treasurer of the SA shall have five designated office hours per week while the college is in session during the Fall and Spring semesters.
  
- L.** In addition to the above mentioned duties the treasurer shall represent SA and Senate in a manner consistent with the SUNY Adirondack Student Handbook and Code of Conduct.



## **Section 5**

**Secretary:** The powers and duties of the Secretary of the SA shall be as follows:

- A.** Maintain an accurate recode of all meetings of the Senate. Copies of the minutes of each meeting shall be distributed, after approval by the Senate, to the Vice-President for Academic and Student Services, the President of the College and the student body. The minutes will include any acts passed or rejected by the Senate and any recommendations approved by the Senate.
  
- B.** Maintain a file of all agenda, minutes, written reports given at every meeting, as well as all correspondence of the Senate and its standing committees. Such records must be kept on file for a minimum of three years.
  
- C.** Conduct the correspondence of the SA.
  
- D.** Be a voting member of the Student Senate.
  
- E.** Maintain a file of all Treasurer and Budget Committee Reports.
  
- F.** The Secretary of the SA shall have five designated office hours per week while the college is in session during the Fall and Spring semesters.
  
- G.** In addition to the above mentioned duties the Secretary shall represent SA and Senate in a manner consistent with the SUNY Adirondack Student Handbook and Code of Conduct.

## **Section 6**

**CAB Representative:** The Vice President duties as defined in the CAB Constitution.

- A.** The Vice President of CAB will sit on the Senate as a voting member. This person cannot have already served on Senate for two years.



## **Section 7**

**Senator:** The powers and duties of each Senator shall be as follows:

- A.** Be aware of the demands and the needs of the student body.
  
- B.** Introduce, for the consideration of the Senate, any motions or resolutions which, in his/her opinion or the opinion of any member of the SA, will advance the purposes of the SA and the governing body of the SA.
  
- C.** Be a voting member of the Senate.
  
- D.** All senators of the SA shall have two documented office hours per week while the college is in session during the Fall and Spring semesters.
  
- E.** In addition to the above mentioned duties the Senator represent SA and Senate in a manner consistent with the SUNY Adirondack Student Handbook and Code of Conduct.

## **Section 8**

No officer of the Senate may be an officer of any other SA Organization or the Faculty-Student Association.

## **Section 9**

- A.** All Officers and Senators are required to attend every regularly scheduled meeting of the Senate. If a Senator misses more than three (3) such meetings per semester, he/she will be removed from office unless such absences are excused. Excused absences shall include personal illness, death or illness in the family, or other circumstances approved in advance by an excuse, to the President of the SA, to be reviewed by the Executive Committee. These excuses are to be filed by the Secretary of the SA.
  
- B.** All Senate members are required to attend meetings of a standing committee to which he or



she has been appointed. Furthermore, the designated Senator will be required to perform duties concerned with, and become a working member of, said committee.

**C.** Should the SA use a manual voting system, all Senators and Offices are expected to assist during Student Association election process by helping with registration, student I.D. verification, and instruction in the use of voting equipment. There should be no less than two people at the voting station,(or each voting station if more than one is used) at all times while the voting station(s) is/are open, one of which must be either a SUNY Adirondack faculty or staff member, and one of which must be a Senate member. All persons working at the voting station(s) are to conduct themselves accordingly at all times so as to represent the Student Association, the Senate, and the College in a professional Manner. All election workers are **STRICTLY PROHIBITED** from the following while working at the voting station(s):

**i.** Influencing voter decisions in any way;

**ii.** Distributing, or permitting the distribution of any campaign materials to voters within 50 feet of the voting station(s);

**iii.** Harassing or discouraging students from voting, or permitting or causing the harassment or discouragement of students by other; or

**iv.** Acting in any manner that reflects poorly on the Student Association, the Senate, and the College.

**D.** Anyone working at the voting station(s) who violates any of these rules of conduct is subject to disciplinary action. Any member of the Senate who violates these rules also faces the possibility of impeachment from Senate (See Article IV, Section 7, Part H). A copy of these rules is to be prominently posted at each voting station during the election.

## **Section 10**

Order of Succession of Officers is as follows: President, Vice-President, Student Trustee, Treasurer, and Secretary.

## **Article VI**

### **Duties, Terms, and Attendance of Advisors**

#### **Section 1**

**A.** The duties of the advisors are as follows:

**1.** To give recommendations as to procedure and historical precedents of Senate at each Senate meeting.

**2.** The Advisors are to help organize and chaperone all SA activities.



## **Section 2**

- A.** There shall be five (5) advisors, three of whom serve on three-year rotating terms. The Dean for Student Affairs and the Coordinator of Student Life are permanent advisors.
  
- B.** Applications for advisors are to be submitted every three years in March for review by the Senate.
  
- C.** The Senate will set up a committee to review the applications each year. This committee will make recommendations as to who should be an advisor for the following three years. The advisor will be accepted by a majority vote of The Senate. The committee will be established on an ad-hoc basis as needed for review.

## **Section 3**

- A.** Attendance of advisors is also governed by Article V, Section 8, Part A. Failure to comply will result in a meeting with the SA President and the Coordinator of Student Life to discuss further involvement with the SA.
  
- B.** Excuses are to be filled with the Secretary of the SA.

## **Article VII**

### **Meetings of the Senate**

#### **Section 1**

Regular meetings of the Student Senate shall be held at least once a week during each regular academic semester when the college is in full session. Special meetings may be called in advance by the President of the SA upon his/her own initiative or upon the request of four members of the Senate. Such special meetings must be announced and publicized at least one day in advance of the actual special meeting.

#### **Section 2**

All regularly scheduled meetings shall be held on the SUNY Adirondack College campus and shall be open to any member of the SA to participate without vote, except as the Senate shall, upon a majority vote, decide to enter into executive session.





### **Section 3**

No meeting of the Senate shall take place without one more than half of its members present. A member of the Executive Board must preside over the meetings.

### **Section 4**

- A.** The procedure for voting by proxy shall be determined by the Senate.
  
- B.** The proxy must be written down before the meeting and given to the President to be cast.
  
- C.** If the original motion is amended, the proxy is void.
  
- D.** Proxies are to be kept track of by the Secretary of the SA.

### **Section 5**

Robert's Revised Rules of Order (latest revised edition) shall govern procedure at all meetings of the Student Senate, except those cases where the said Rules of Order conflict with the duly established by-laws of the Senate. In such instances, the latter shall take precedence

## **Article VIII**

### **Standing Committees and Committee Procedures**

#### **Section 1**

The Senate shall establish the standing committees of the SA. Generally, the standing committees shall be (but are not limited to) the following:

- A.** Constitution
  
- B.** Budget



**C. Community Involvement**

**Section 2**

**A.** The President of the Senate, as he/she deems necessary, shall create ad-hoc or special subcommittees.

**B.** The President of the SA shall assign an appropriate number of Senators to standing committees within the first four weeks at the beginning of the fall semester.

**Section 3**

**A.** All standing committees shall meet once a month and as needed.

**B.** A report of each standing committee shall be given at least once a month at a regularly scheduled Senate Meeting.

**Section 4**

**A.** A committee of all the SA Officers shall be organized and chaired by the President of the SA and hereinafter be referred to as the Executive Committee.

**B.** The Executive Committee shall meet no less than bi-weekly.

**Article IX**

**Student Organizations**

**Section 1**



As provided under Article IV, Section 7, Part A, the Senate shall have the power to charter student organizations, allocate funds from the Student Activity Fee, and coordinate their activities.

## **Section 2**

The Senate shall have the power and authority to reprimand any student organization in any manner the majority of the Senate deems necessary for violations of College or Senate policies. Individuals, however, are not subjected to Senate reprimand except in those cases where a violation of the Code of Conduct is investigated. Only then, can the Senate demand that an individual be deprived of membership in the SA, if necessary.

## **Section 3**

A change in the Constitution of a Senate-chartered student organization requires the approval of the majority of the Senate.

## **Section 4**

requires to be responsible in its use of student monies.

Each student organization is

## **Article X**

### **Amendments**

#### **Section 1**

Before this Constitution may be amended, the following steps must be completed:

**A.** The proposed amendment must be introduced in writing by the Chairperson of the Constitution Revision Committee to the Senate at a regular meeting of the Senate.

**B.** At the following regularly scheduled Senate meeting, the Senate, after discussion and after appropriate changes have been made, shall vote to approve or reject the proposed amendment.



- C.** The proposed amendment shall be approved in either of the following ways:
  - 1. If it is approved by three-quarters of the members of the Senate, or
  - 2. If, by a two-thirds vote of the members of the Senate, it is submitted to the SA on a ballot and voted favorably upon by a majority of students voting.
  
- D.** Upon approval by either means, the amendment is then forward to the President of the College.
  
- E.** Upon approval by the President, the amendment shall take effect.

X \_\_\_\_\_

**Dr. Ronald C. Heacock**

**ACC President**

X \_\_\_\_\_

**Victor DelRegno, Jr.**

**Student Senate President**

**Approval:**

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